**Task 1. Put the following presentational criteria into 3 columns. Explain your choices.**

|  |  |  |
| --- | --- | --- |
| **Content** | **Structure** | **Delivery** |
| background information;  engaging topic and script;  ideas explained / terms and concepts defined;  transitions;  evidence support;  Ease with note and visuals. | logical organization;  structure preview;  clear topic and statements;  ”less is more” (bullets, rule of six, images). | eye contact;  gestures and body language;  enthusiasm for topic;  Appropriate volume and speed of voice. |

- logical organization

- eye contact

- background information

- gestures and body language

- enthusiasm for topic

- structure preview

- engaging topic and script

- ideas explained / terms and concepts defined

- transitions

- clear topic and statements

- evidence support

- ease with note and visuals

-”less is more” (bullets, rule of six, images)

-appropriate volume and speed of voice

Task 2. Watch a video segment

Evaluate content, structure and delivery of both speeches using the criteria from task 1.

Highlight basic mistakes in presenting reports. What are the main tips for effective presentation?

Main tips:

1. Smile more
2. Say hello
3. Speak louder
4. Look at audience
5. Don’t reading in paper
6. Connect with audience
7. Say thanks for u attention
8. Give example from life
9. Off your phone before presentation
10. Make eye contact
11. More relax and feel more comfortable
12. Use personal experience for example