

## Audioscripts

We've got an exciting new project starting this year. Up until now, we've mainly focused on projects to do with education and training. And we'll continue with our reading project in schools and our work with local charities. But we've also agreed to help out on a conservation project in Redfern Park. So if any of you fancy being outside and getting your hands dirty, this is the project for you. Q14

I also want to mention the annual Digital Inclusion Day, which is coming up next month. The aim of this is to help older people keep up with technology. And this year, instead of hosting the event in our own training facility, we're using the ICT suite at Hill College, as it can hold far more people. Q15

We've invited over 60 people from the Silver Age Community Centre to take part, so we'll need a lot of volunteers to help with this event.

If you're interested in taking part, please go to the volunteering section of our website and complete the relevant form. We won't be providing any training for this but you'll be paired with an experienced volunteer if you've never done it before. By the way, don't forget to tell your manager about any volunteering activities you decide to do. Q16

The participants on the Digital Inclusion Day really benefited. The majority were in their seventies, though some were younger and a few were even in their nineties! Quite a few owned both a computer and a mobile phone, but these tended to be outdated models. Q17 They generally knew how to do simple things, like send texts, but weren't aware of recent developments in mobile phone technology. A few were keen to learn but most were quite dismissive at first – they couldn't see the point of updating their skills. Q18 But that soon changed.

The feedback was very positive. The really encouraging thing was that participants all said they felt much more confident about using social media to keep in touch with their grandchildren, who prefer this form of communication to phoning or sending emails. A lot of them also said playing online games would help them make new friends and keep their brains active. Q19 They weren't that impressed with being able to order their groceries online, as they liked going out to the shops, but some said it would come in handy if they were ill or the weather was really bad. One thing they asked about was using tablets for things like reading newspapers – some people had been given tablets as presents but had never used them, so that's something we'll make sure we include this time ... Q20

## SECTION 3

TUTOR: Ah ... come in, Russ.

RUSS: Thank you.

TUTOR: Now you wanted to consult me about your class presentation on nanotechnology – you're due to give it in next week, aren't you?

RUSS: That's right. And I'm really struggling. I chose the topic because I didn't know much about it and wanted to learn more, but now I've read so much about it, in a way there's too much to say – I could talk for much longer than the twenty minutes I've been allocated. Should I assume the other students don't know much and give them a kind of general introduction, or should I try and make them share my fascination with a particular aspect? Q21

TUTOR: You could do either, but you'll need to have it clear in your own mind.

RUSS: Then I think I'll give an overview.

TUTOR: OK. Now, one way of approaching this is to work through developments in chronological order.

RUSS: Uh-huh.

- TUTOR: On the other hand, you could talk about the numerous ways that nanotechnology is being applied.
- RUSS: You mean things like thin films on camera displays to make them water-repellent, and additives to make motorcycle helmets stronger and lighter.
- TUTOR: Exactly. Or another way would be to focus on its impact in one particular area, say Q22  
medicine, or space exploration.
- RUSS: That would make it easier to focus. Perhaps I should do that.
- TUTOR: I think that would be a good idea.
- RUSS: Right. How important is it to include slides in the presentation?
- TUTOR: They aren't essential, by any means. And there's a danger of tailoring what you say to fit whatever slides you can find. While it can be good to include slides, you could Q23  
end up spending too long looking for suitable ones. You might find it better to leave them out.
- RUSS: I see. Another thing I was wondering about was how to start. I know presentations often begin with 'First I'm going to talk about this, and then I'll talk about that', but I thought about asking the audience what they know about nanotechnology.
- TUTOR: That would be fine if you had an hour or two for the presentation, but you might find that you can't do anything with the answers you get, and it simply eats into the short time that's available.
- RUSS: So, maybe I should mention a particular way that nanotechnology is used to focus Q24  
people's attention.
- TUTOR: That sounds sensible.
- RUSS: What do you think I should do next? I really have to plan the presentation today and tomorrow.
- TUTOR: Well, initially I think you should ignore all the notes you've made, take a small piece of paper, and write a single short sentence that ties together the whole presentation. Q25  
it can be something as simple as 'Nanotechnology is already improving our lives'. Then start planning the content around that. You can always modify that sentence later, if you need to.
- RUSS: OK.
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- TUTOR: OK, now let's think about actually giving the presentation. You've only given one before, if I remember correctly, about an experiment you'd been involved in.
- RUSS: That's right. It was pretty rubbish!
- TUTOR: Let's say it was better in some respects than in others. With regard to the structure, I Q26  
felt that you ended rather abruptly, without rounding it off. Be careful not to do that in next week's presentation.
- RUSS: OK.
- TUTOR: And you made very little eye contact with the audience, because you were looking Q27  
down at your notes most of the time. You need to be looking at the audience and only occasionally glancing at your notes.
- RUSS: Mmm.
- TUTOR: Your body language was a little odd. Every time you showed a slide, you turned your Q28  
back on the audience so you could look at it – you should have been looking at your laptop. And you kept scratching your head, so I found myself wondering when you were next going to do that, instead of listening to what you were saying!
- RUSS: Oh dear. What did you think of the language? I knew that not everyone was familiar with the subject, so I tried to make it as simple as I could.
- TUTOR: Yes, that came across. You used a few words that are specific to the field but you Q29  
always explained what they meant, so the audience wouldn't have had any difficulty understanding.

### *Audioscripts*

RUSS Uh-huh.

TUTOR I must say the handouts you prepared were well thought out. They were a good summary of your presentation which people would be able to refer to later on. So well done on that. Q30

RUSS Thank you.

TUTOR Well, I hope that helps you with next week's presentation.

RUSS Yes, it will. Thanks a lot.

TUTOR I'll look forward to seeing a big improvement then.