

Delivering a good presentation

1. What makes a good presentation?

- In pairs, discuss what makes a good presentation. Draw a list. (Don't forget to use modals (you should/ you must...))
- Watch the following video and complete your list.

« Delivering a bad presentation - spot the mistakes » on youtube
<https://www.youtube.com/watch?v=ATfY8dvbuFg>

2. Learn the language:

- Here are some **useful expressions** to present in English.

Introduction	<p style="text-align: center;">Greeting the audience</p> <p>Morning/ afternoon, ladies and gentlemen. Hi everyone. Let me thank you all for coming here today. It's a pleasure to welcome you today.</p> <p style="text-align: center;">Introducing yourself</p> <p>Let me introduce myself. I'm Ann Brown from...</p> <p style="text-align: center;">Giving your position, function, company</p> <p>I'm the key account manager here and am responsible for...</p> <p style="text-align: center;">Introducing your topic</p> <p>I'm here today to present ...</p> <p style="text-align: center;">Saying why your topic is relevant for your audience</p> <p>By the end of this talk you will be familiar with...</p> <p style="text-align: center;">Stating your purpose</p> <p>The purpose/ objective /aim of this presentation is to...</p> <p style="text-align: center;">Structuring</p> <p>I've divided my presentation into three (main) parts.</p> <p style="text-align: center;">Sequencing</p> <p>First, I'll be looking at ..., second ..., and third... I'll begin/start off byThen, I'll move on to ...</p> <p style="text-align: center;">Timing</p> <p>My presentation will take about 30 minutes.</p> <p style="text-align: center;">Handouts</p>
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Does everybody have a handout / brochure/ copy of the report? Please take one and pass them on.

I'll be handing out copies of the slides at the end of my talk.

Questions

If you have any questions, feel free to interrupt me at any time.

EFFECTIVE OPENINGS

Interesting facts

According to an article I read recently,

Stories and anecdotes

At a conference in Madrid, I was once asked the following question: ...

Problem to think about

Imagine you had to.... What would be your first step?

Development

THE MIDDLE/MAIN PART

Saying what is coming

In this part of my presentation, I'd like to talk about...

Indicating the end of a section

This brings me to the end of my first point.

Summarizing a point

Before I move on, I'd like to recap the main points.

Moving to the next point

This leads directly to my next point.

This brings us to the next question.

Let's now move on/ turn to...

Going back

As I said/mentioned earlier...

Referring to other points

With respect/regard to planning, we need more background information.

According to the survey...

Adding ideas

In addition to this/ moreover /furthermore, there are other interesting facts we should take a look at.

Apart from being too expensive, this model is too big.

Talking about (difficult) issues

I think we first need to identify the problem.

Of course we'll have to clarify a few points before we start.

We will have to deal with the problem of increasing prices.
We are currently having difficulties with...

Rhetorical questions

What conclusion can we draw from this? So, what does this mean?
So, just how good are the results?
So, where do we go from here?

DESCRIBING VISUALS

Introducing a visual

Let's now look at the next slide which shows...
I have a slide here that shows...
The problem is illustrated in the next bar chart...

Explaining a visual

First, let me quickly explain the graph.
You can see that different colours have been used to indicate...
The new models are listed across the bottom. The biggest segment indicates...

Highlighting information

I'd like to stress/ highlight/emphasize the following point(s).
Let me point out that...
What I'd like to point out here is ...
Let's look more closely at...

Explaining purpose

The purpose of this step is to
Our aim was to...

Explaining cause and effect

The unexpected drop was caused by ...
As a consequence /consequently/As a result...
The venture resulted in a sharp fall in share prices.

Conclusion

CONCLUSION

Indicating the end of your talk

I'm now approaching/ nearing the end of my presentation.
Well, this brings me to the end of my presentation.
As a final point, I'd like to...

Summarizing points

Before I stop, let me go over the key issues again.
To conclude / In conclusion, I'd like to...
To sum up (then), we...

Making recommendations

We'd suggest ...

	<p>We therefore (strongly) recommend that ... In my opinion, we should ...</p> <p style="text-align: center;">Inviting questions</p> <p>Are there any questions? And now I'll be happy to answer any questions you may have.</p> <p>EFFECTIVE CONCLUSIONS</p> <p style="text-align: center;">Quoting a well-known person</p> <p>As ... once said,... To quote a well-known businessman,... To put it in the words of..</p> <p style="text-align: center;">Referring back to the beginning</p> <p>Let me just go back to the story I told you earlier.</p>
Questions	<p>DEALING WITH QUESTIONS</p> <p style="text-align: center;">Clarifying questions</p> <p>I'm afraid I didn't (quite) catch that. If I could just rephrase your question: You'd like to know ... Does that answer your question?</p> <p style="text-align: center;">Avoiding giving an answer</p> <p>If you don't mind, could we discuss that on another occasion?</p> <p style="text-align: center;">Admitting you don't know</p> <p>Sorry, I don't know that off the top of my head. I'm afraid I'm not in a position to answer that question at the moment. I'm afraid I don't know the answer to your question, but I'll try to find out for you.</p> <p style="text-align: center;">Postponing questions</p> <p>If you don't mind, I'll deal with/ come back to this point later in my presentation. Perhaps we could go over this after the presentation.</p> <p style="text-align: center;">Summarizing after interruptions</p> <p>So, now I'd like to return to what we were discussing earlier. Before we go on, let me briefly summarize the points we've discussed.</p>

In groups, try and memorize as many expressions as possible:

Group 1: introduction

Group 2: the middle/ main part

Group 3: describing visuals

Group 4: conclusion/ dealing with questions

3. Improve your communication skills

In groups, watch the following videos. Sum up the information and report to other groups:

1. Learn how to present like Steve Jobs

« Present like Steve Jobs » on youtube

<https://www.youtube.com/watch?v=S4UEJMuo0dA>

2. Learn how Barack Obama captivates his audience

« Barack Obama's 3 Best Public Speaking Tips » on youtube

<https://www.youtube.com/watch?v=HKv9wYO5a9s>

4. Time to practise with short talks:

Are you now ready to be the next toastmaster? Toastmasters is an international speech contest taking place every year, producing the world champion of public speaking. This year, it will take place at your campus in Rennes.

In turn, you will have to act as a candidate and member of the jury.

Guidelines:

- You will be given a word by your teacher and will have to present it to the audience bearing in mind all tips that were previously given to you.
- your audience will first have to guess your word (If they don't, you will be voted out...;)()
- and will assess your performance using the best toastmaker grid.
- At the end of the contest, a vote will take place.

(Be careful, you are not allowed to say the word!!!)

To help you:

1) You have 5 minutes to write 5 keywords that will help you during your presentation (no sentences allowed)

2) Check how those keywords are pronounced

- You can check an online dictionary like the Cambridge dictionary :

<http://dictionary.cambridge.org/dictionary/english/pronunciation?a=british>

- If you are familiar with phonetics, any dictionary will also tell you how to pronounce a word.

3) Revise the lesson to refresh your memory

4) Rehearse your presentation

You are ready, let's go!!