

Structuring your presentation

- 1 How often do you give presentations? Do you find it easy to give presentations? Say why.
- 2 Work in pairs. In which part of the presentation a-c (a = the beginning, b = the main part, c = the end) would you include points 1-7? Say why.
 - 1 Summarise your points and give your opinion.
 - 2 Outline the points you're going to cover in the presentation.
 - 3 Make your points clear.
 - 4 Indicate when you move on to another point.
 - 5 Give examples to illustrate your points.
 - 6 Introduce yourself and welcome the audience.
 - 7 Ask your audience if they have any questions.
- 3 1.22 Study the presentation plan. Listen to a student and note down what she says about the main points 1-3 in her presentation.

BEGINNING

Introduction:

Introduce yourself and welcome the audience.

Purpose of the presentation:

Outline the reasons for not having a dress code.

MAIN PART

Point 1

Dress code and freedom of choice.

Point 2

What can we learn from not having a dress code?

Point 3

Respecting others.

END

Summary and conclusion

No dress code at school means that you have freedom of choice. You learn to dress appropriately and respect others.

- 4 1.22 Study the Speaking box. Listen to the presentation again and tick the expressions you hear.

SPEAKING | Structuring your presentation

Starting a presentation

- The purpose of my talk today is ...
- The subject of my presentation is ...
- First/Firstly, I'll talk about ... And then I'll explain/discuss/point out/say ...

Presenting main points

- I've divided my talk into three parts.
- Firstly, ... Secondly, ... And finally, ...
- Let's start with ...
- Let's move on to my second point.
- My next/second/third point is that ...
- Lastly, I must say that ...

Adding information

- In addition to this ... And another thing is ...
- Let me give you an example.
- For example, ...

Referring to visuals

- Have a look at the first slide .../Now let's look at slide two.
- If you look at the handout ...



Ending your talk

- To conclude/sum up, I'd like to say that ...
- Thanks for listening.
- Now, have you got any questions?

Using body language

5 In pairs, discuss the questions about using body language when giving a presentation.

- 1 Where should a speaker stand?
- 2 Where should they look?
- 3 What should they do with their hands?
- 4 Should they move or stay still?
- 5 What can you do when you feel nervous?

6   **1.23** Watch or listen to a class on using body language in presentations. Complete the advice below with the words from the box.

backwards ~~centre~~ forward point smile stare

LIFE SKILLS | Using body language in presentations

• Posture

Stand facing the audience.

Stand in the ¹ centre of the room.

• Gestures

Use small open gestures to involve your audience.

Don't ² _____ your finger directly at the audience.

• Movement

Move from time to time to keep the people's attention.

Move ³ _____ when making a new point.

Move ⁴ _____ when making a comment or giving an example.

• Facial expressions

Make eye contact with your audience. Don't ⁵ _____ at one person. ⁶ _____ to show enthusiasm.

7   **1.23** Watch or listen again. Match the photos A-D with the descriptions below.

- 1 Chopping gesture
- 2 Open palm gesture
- 3 Open body position
- 4 Smiling and showing enthusiasm

8 Work in pairs. Choose one of the presentation topics below. Make notes to prepare a presentation plan. Remember to organise your plan in clear sections.

- 1 Some people say that beauty is more than just your physical appearance. How do you define beauty?
- 2 Do you think people could live on another planet? Say why.
- 3 Edith Head, an American costume designer, said: 'You can have anything you want in life if you dress for it.' Do you agree?

9 Do the task below.

LIFE SKILLS | Project

Use your plan from Exercise 8 to give a five-minute presentation.

- Prepare a presentation based on your plan.
- Practise your presentation and observe your body language. Use the tips from the lesson.
- Give your talk to the class and listen to other students' presentations.
- Use the checklist on page 196 to assess each other's presentation. Think about the way the presentations were structured and delivered.

