

Speaking and Presentation Skills I

Presentation Skills

The following are tips of what a good presentation should be or should not be:

Some Dos and Don'ts

- Do** Give yourself enough time to plan, write, edit and rewrite.
- Do** Give yourself enough time to practice, practice, and practice.
- Do** Limit the amount of information you give. A written report is a much better place to give a lot of information.
- Do** Find out as much as possible about your audience before the presentation. How much do they know? What are they interested in?
- Do** Make sure your script is easy to use. Index cards are better than using notebooks or sheets of paper.
- Do** Check before the presentation that your overhead transparencies, slides or charts are in place and in the correct order.
- Do** Remember to look at as many people in your audience as possible.
- Do** Remember to speak clearly and not too fast.
- Do** Pause (five to ten seconds) after showing a visual aid. Give the audience time to read before you start speaking again.
- Do** Keep to the time. Many people become impatient with presentations that go on too long. You may cut some unnecessary information off.
- Do** Use the question and answer session as an opportunity to give extra information on your subject.
- Do** Relax!

Don't Apologize for your English. It's not your native language and an apology can sound too humble.

Don't Look at the ceiling, the floor or out the window.

Don't Memorize your presentation.

Don't Play with pointers, keys or loose change.

Don't Wave your paper or cards around when gesturing.



Review Expressions for Presentations

The language focus provided below may be useful for your presentation.

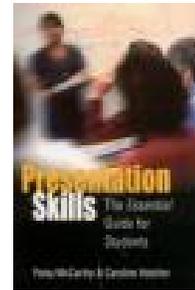
I. Language focus - Introducing yourself and your talk

1. Greeting, name, position

- ✧ *Good morning. My name's..... I am the new Finance Manager.*
- ✧ *Ladies and gentlemen. It's an honour to have the opportunity to address such a distinguished audience.*
- ✧ *Good morning. Let me start by saying just a few words about my own background. I started out in.....*
- ✧ *Welcome to Standard Electronics. I know I've met some of you, but just for the benefit of those I haven't, my name is.....*

2. Title/ subject

- ✧ *I'd like to talk (to you) today about.....*
- ✧ *I'm going to present the recent experiment*
 - explain our position on.....*
 - brief you on.....*
 - inform you about.....*
 - describe.....*
- ✧ *The subject of my talk is.....*
 - focus presentation is.....*
 - topic paper is.....*
 - speech is*



3. Purpose/ Objective

- ✧ *We are here today to decide.....*
 - agree.....*
 - learn about.....*
- ✧ *The purpose of this talk is to update you on*
 - put you in the picture about.....*
 - give you the background to*
- ✧ *This talk is designed to act as a springboard for discussion.*
 - start the ball rolling.*

4. Length

- ✧ *I shall only take.....minutes of your time.*
- ✧ *This should only lastminutes.*

5. Outline/Main parts

- ✧ *I've divided my presentation into four parts/ sections.*
 - They are.....*
- ✧ *The subject can be looked at under the following headings: ...*
- ✧ *We can break this area down into the following fields:*
 - Firstly,/ first of all.....*
 - Secondly,/ then/ next.....*

*Thirdly, / and then we come to
Finally, / lastly/ last of all.....*

6. Questions

- ✧ *I'd be glad to answer any questions at the end of my talk.*
- ✧ *If you have any questions, please feel free to interrupt.*
- ✧ *Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end.*

7. Reference to the audience

- ✧ *I can see many of you are.....*
- ✧ *I know you've all traveled a long way.*
- ✧ *You all look as though you've heard this before.*

II. Language focus - Linking ideas.

1. Sequencing/Ordering

- ✧ *Firstly....secondly.....thirdly....*
- ✧ *Then..... Next.....finally/ lastly....*
- ✧ *Let's start with.....*
- ✧ *Let's move / go on to.....*
- ✧ *Now we come to*
- ✧ *That brings us to*
- ✧ *Let's leave that*
- ✧ *That covers.....*
- ✧ *Let's get back to*

- 2. Giving reasons/ causes: *therefore, so, as a result, that's why....*
- 3. Contrasting: *but, however*
- 4. Comparing: *similarly, in the same way*
- 5. Contradicting: *in fact, actually*
- 6. Summarizing: *to sum up, in brief, in short*
- 7. Conclusion: *in conclusion, to conclude*
- 8. Highlighting: *in particular, especially*
- 9. Digressing: *by the way, in passing*
- 10. Giving examples: *for example, for instance, such as.....*
- 11. Generalizing: *usually, generally, as a rule*

III. Language focus - Ending

1. Signaling the end

- ✧ *That brings me to the end of my presentation.*
- ✧ *That completes my presentation.*
- ✧ *Before I stop/finish, let me just say.....*
- ✧ *That covers all I wanted to say today.*

2. Summarizing

- ✧ *Let me just run over the key point again.*
- ✧ *I'll briefly summarize the main issues.*
- ✧ *To sum up,*
- ✧ *Briefly,*

3. Concluding

- ✧ *As you can see, there are some very good reasons.....*
- ✧ *In conclusion,*
- ✧ *I'd like to leave you with the following thought/ idea.*

4. Recommending

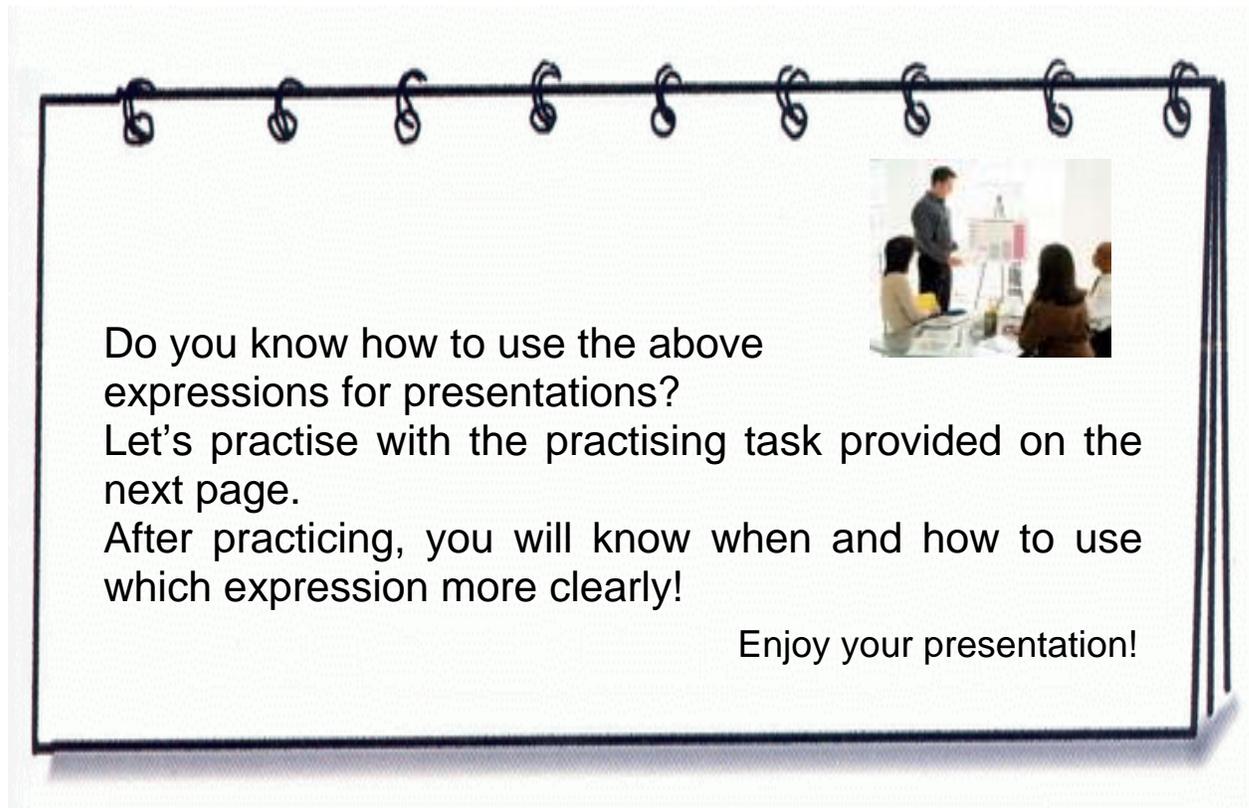
- ✧ *So, I would suggest that we*
- ✧ *I'd like to propose(more formal)*
- ✧ *In my opinion, the only way forward is.....*

5. Closing

- ✧ *Thank you for your attention.*
- ✧ *Thank you for listening.*
- ✧ *I hope you will have gained an insight into*

6. Inviting questions

- ✧ *I'd be glad to try and answer any questions.*
- ✧ *So, let's throw it open to questions.*
- ✧ *Any questions?*



Do you know how to use the above expressions for presentations?
Let's practise with the practising task provided on the next page.
After practicing, you will know when and how to use which expression more clearly!

Enjoy your presentation!

Practising Task: In your group, use the information below to prepare and give the presentation. You should practise using the expressions for presentations above to link each part of your presentation so that your presentation will run smoothly.

(greeting, name, position)

(title/ subject) **The Internet**

(purpose/ objective)

Purpose: To raise the audience's awareness on the advantages and disadvantages of the Internet.

(length)

(outline/ main parts)

(questions)

(sequencing/ ordering) The Internet is the worldwide network of computer links which allows computer users to connect with computers all over the world, and which carries electronics mails. It has both advantages and disadvantages.

(sequencing/ ordering)

❖ **Advantages and Disadvantages of the Internet**

(sequencing/ ordering)

❖ **Advantages**

(sequencing/ordering) 1. Information is available from any computer connected to the Internet.

(sequencing/ordering) 2. Information can often be found very quickly.

(sequencing/ordering) 3. The amount of potential information is very large.

(sequencing/ordering) 4. Information can be constantly updated.

(sequencing/ordering) 5. Information is in electronic format. This mean information on the Internet can be saved to a personal computer and incorporated into your own documents.

(sequencing/ ordering)

❖ **Disadvantages**

(sequencing/ordering) 1. Access to a computer with an Internet connection and a reasonably fast modem is required.

(sequencing/ordering) 2. Connection to the Internet is not free. Internet fee is quite high.

(sequencing/ordering) 3. The amount of information available quickly leads to "information overload".

(concluding)

The Internet has both advantages and disadvantages. Internet users should be aware of these and don't think that this new potential network has only good side.

(closing)

(inviting questions)

Speaking and Presentation II

Performing the Presentation

This part contains three sections which provide the core of a presentation: **beginning**, **body**, and **ending**. On the video, you will watch the extracts of these three sections about an office move.

Beginning

Activity I: WARM UP

Which of the following statements do you agree with?

At the beginning of a presentation you should:

- | | YES | NO | MAYBE |
|---|--------------------------|--------------------------|--------------------------|
| 1. apologise if the subject is complex | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. apologise if you have not had time to prepare | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. introduce yourself by giving relevant professional details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. tell the audience not to interrupt you with questions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. relax everyone by telling a joke | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. say how long the presentation will last | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. tell the audience whether there will be any handouts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Activity II: THE VIDEO

Steve Parker has been put in charge of the project to move his company to a new location. He is making his presentation to all the departments of the company. Here you will see his presentation to one department. This extract comes from the beginning of the presentation. You will be seeing two other extracts from this presentation in the sections on **Visual Aids and Body Language** and **Ending**.

Watch the video and put these in the order they are mentioned in the extract.

- a. schedule b. handouts c. purpose d. questions e. main points

1	2	3	4	5
.....

Activity III: THE GOOD AND THE BAD

In the exercise below, there are four good and six bad beginnings. Put a tick (✓), if you think the beginning is good, or a cross (X), if you think it's bad. Explain why.

- | | ✓ | X |
|--|--------------------------|--------------------------|
| 1. I'd like to begin my presentation with quite a lot of statistics, so please pay attention as it is quite a complex subject as well. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I heard a great joke on the radio this morning. There was an Englishman, a Frenchman and a German, or was it an Italian? Anyway ... | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you have any questions, or you don't follow anything I say, please feel free to interrupt me at any time. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Ladies and gentlemen, it is an enormous pleasure and an immense honour for me to be here with you today. I am overwhelmed by the occasion and I know I speak not only for myself, but for my whole department when I say those simple words which express our gratitude – thank you so very much. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I don't know whether you've heard about the reorganization, or how much you may know, so I'll start at the beginning. In 1965 ... | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. My presentation will last about one hour and I hope we'll have time for questions at the end. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Good morning, everyone. I am here today to explain how the reorganization of the company will affect you. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. First of all, I'd like to apologise as I haven't had a lot of time to prepare this presentation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Can you raise your hands if you can hear me at the back? Thank you, and as I have a quiet voice please raise your hands during my presentation if my voice drops too much. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I'm not a native speaker of English so if you don't understand anything I say, please feel free to interrupt me at any time. | <input type="checkbox"/> | <input type="checkbox"/> |

Body

Activity IV: WARM UP

A lot of research has been done into the impact on an audience of three elements: content, tone of voice, and body language. Which do you think is the most important? Match the results of this research with the three elements provided on the next page.

Three elements	Impact
___ 1. Content	55%
___ 2. Tone of voice	7%
___ 3. Body language	38%

Activity V: THE VIDEO



This is another extract from the presentation Steve Parker is making on the office move. It comes from the middle of his presentation. You have already seen part of this presentation in the **Beginning** and you will be seeing one other extract in **Ending**.

Watch the video without the sound and check off the body language the presenter uses

1. uses a pointer on the overhead projector
2. points to the screen
3. looks at everyone in the audience
4. uses open hand gestures
5. stays behind the projector
6. reads off the screen
7. turns his back to the audience
8. talks while the audience are reading a transparency
9. uses open arm gestures
10. talks to the screen
11. moves towards the audience
12. keeps the pointer in his hands and plays with it.

Ending

Activity VI: WARM UP



Which of the following statement do you agree with?

At the end of a presentation you should:

- | | YES | NO | MAYBE |
|--|--------------------------|--------------------------|--------------------------|
| 1. summarize what you have said | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. only answer one or two questions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. apologise for taking up the audience's time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Activity VII: THE VIDEO



This is the final extract from the presentation Steve Parker is making on the office move. It comes from the end of his presentation. You have already seen two other parts of this presentation in the sections on **Beginning** and **Body**.

Watch the video extract and put these in the order they occur in the extract.

- a. conclusion b. summing up c. asking for questions

1	2	3
.....

Activity VIII: THE GOOD AND THE BAD

In the exercise below, there are four good and six bad beginnings. Put a tick (✓), if you think the beginning is good, or a cross (X), if you think it's bad. Explain why.

- | | ✓ | X |
|--|--------------------------|--------------------------|
| 1. I seem to have overrun my time and I must apologize, to those of you who are left, for keeping you an extra 45 minutes. Thank you for saying. | <input type="checkbox"/> | <input type="checkbox"/> |

- | | √ | X |
|---|--------------------------|--------------------------|
| 2. Thank you for your attention and if you have any more questions, I'll be happy to answer them. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Well, I think I've said everything I have to say Let me see if I've forgotten anything. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. So, in conclusion, I would like to recommend that we go ahead with the project. Thank you for listening. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If you look at this transparency ... and this one ... and this one ... sorry to rush you to through it, but unfortunately we've run out of time. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I'm sorry but there doesn't seem to be any time left for questions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. If there's anything else you'd like to know about our products, I'll be happy to try and answer your questions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. As I said at the beginning, I'm sorry I didn't have more time to prepare this presentation, but I hope it wasn't too bad. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. So, thank you for your time and we'd be very happy to hear any suggestions you may have to solve this problem. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Oh dear, is that the time? I've only got through half of what I wanted to say. | <input type="checkbox"/> | <input type="checkbox"/> |

Source: Goodale, M., 1998, **Professional Presentations**. Cambridge: Cambridge University Press.



Videoscript

Beginning

STEVE PARKER: Hello, everyone, erm, I think we should make a start and I'd like to begin by asking you a question.

How many of you have moved house in the last fifteen years?

Can I have a show of hands?

Most of you, good.

Now, does any* ... of you know the last time our organization moved?

Any guesses?

MEMBER OF AUDIENCE: About 20 years ago?

STEVE PARKER: That's right – 21 years ago.

Now, I know most of you already, but for those of you I don't know and haven't had a chance to meet yet, I'm Steve Parker and I 'm in charge of the office move and before moving here I was responsible for the setting up of our new brunch in France.

I'm here today to tell you ... explain about the office move and to answer any questions that you may have, so please do feel free to interrupt me at any point.

My presentation will last about 20 minutes and I've some handouts here, that I've prepared, that I will distribute at the end.

Right. Well, I've divided my presentation into four parts: why, where, when, and who. And I hope to be able to clear away some of this cloud of smoke before the end of my presentation.

First of all then - why? Why did you, why does anyone move house?

* This sentence is grammatically incorrect but is a good example of a speaker changing his or her mind while speaking.

Body

STEVE PARKER: Right, now I'd like to turn to where we're moving to.

Have a look at this transparency.

This shows the site of our new building and just to help you situate it, here is the city centre and here the motorway exit.

The new building is further from the city centre, but closer to the motorway.

Now let's have a look at our new home.

Sorry, wrong slide.

Ah, ah, here it is. Now as you can see, it is a very big modern building and this means that it has the following advantages:

Firstly, more space. Our present building has about 4000 square metres and our new one will have around 5800 square metres. That's an increase of 45%. The car park will be bigger as well and so everyone will have a parking spot.

Secondly, lower running costs. Although it is bigger, the fact that it's a recent construction means that heating and maintenance costs are lower.

Thirdly, we'll have our own canteen.

And finally, for those of you who are health conscious, special reduced rates at the sports centre down the road.

Ending

STEVE PARKER: And so the accounts department will be on the first floor on the south side, which should bring a little bit of sunshine into their work.

So, to sum up. I've explained why we have to move, where we'll be moving to, when we expect the move to take place and who will be moving where.

And in conclusion, I'd just like to say that the success of an operation like this depends on timing and co-operation.

Timing because so many things depend on other things and if just one thing isn't ready or isn't on schedule, then everything else is delayed and delays don't just cost us in financial terms but also in human terms – nobody likes to be kept waiting.

Co-operation because if we don't ensure that the office is running efficiently during the month of the move, then our customers won't get the service that they're used to.

I hope that your future – as far as the office move is concerned – is now a little bit clearer.

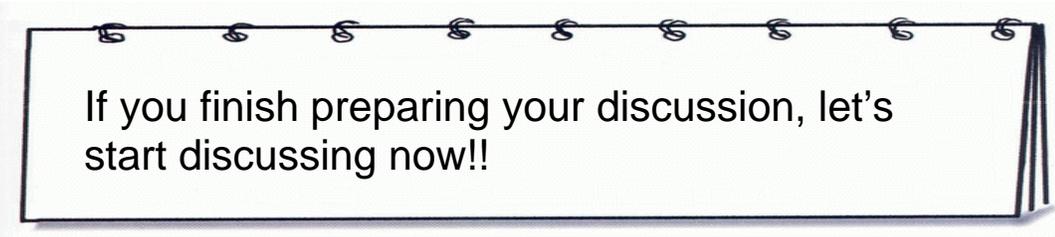
Thank you and if you have any more questions, I'm very happy to answer them if I can.

Speaking and Presentation III

Preparing for Discussion on Giving Presentations

After watching the video of presentation skills in the last lesson, you should prepare for discussion. You can use the expressions for discussion on "**Language for Discussion**" handout. Some guided questions for discussion are provided as follows.

1. Do you have any comments for Steve Parker who is the presenter in the video? Do you like his presentation or not? Why?
2. What are the good points of the presentation you watch? How can you apply them into your own presentation?
3. Are there any weak points in the presentation? How can you improve them?
4. How do you prepare for a successful presentation?
5. What are the things that you should do and should not do while giving presentations?
6. Do you think that what purposes of giving presentations are?
7. What do you need to check before giving presentations?
8. If you could choose when to do your presentation, what day and time would you choose? Why?
9. What question do you hope you won't be asked while or after presenting?
10. What are your biggest fears about giving presentations? Why? What are the solutions to these fears?



If you finish preparing your discussion, let's start discussing now!!