

Задание 8. Life skills

LIFE SKILLS

How to Give a Presentation

1-2



THE FOUR PS TO A PERFECT PRESENTATION

At some point in life, everyone has to stand up and speak in front of a group of people. For most of us this can be extremely stressful, but there's some good news. Although not everyone can be a great public speaker like Barack Obama or Oprah Winfrey, giving a presentation is definitely a skill you can learn. Here are four steps to a successful presentation.

1 PLAN

When you first start to plan a presentation, ask yourself these questions:

- Who is your audience? At school, you're talking to your teacher and classmates, but an official exam is a more serious and formal situation.
- Why are you giving the presentation? What is the message of your speech? Decide if you want to make the listeners laugh, inform them about something, or maybe persuade them to agree with your ideas.
- How much time have you got? This will help you decide how much information to share with your audience.

2 PREPARE

At this stage you should:

- Research your topic. Make sure you understand your subject well. Decide what you want to say and try to make it interesting for your audience.
- Organise your ideas into a clear introduction, main body and conclusion. You can start with a joke, some surprising facts, a personal anecdote or a question to get the listeners' attention.
- Create note cards to help you remember what to say. Don't try to learn your presentation by heart word for word. Instead, put two or three key points on note cards and follow your plan.

3 PRACTISE

Practising helps you feel more confident when you speak in public. It's a good idea to:

- Practise in front of a mirror and watch your body language. Remember that you can use your body and facial expressions to help the audience understand your message. It is also a good idea to move during the presentation to keep the audience's attention.
- Time your speech. Read through your presentation and see if you can keep to the time limit. You can also record yourself speaking to observe how you use your voice.
- Practise in front of an audience, for example family and friends. This will help you deal with stress and prepare to answer any questions.

4 PRESENT

The big day is now here. For your actual presentation:

- Wear clothes which are comfortable but appropriate for the occasion. Think about whether your audience will wear formal or informal clothes and wear something similar.
- Look at the listeners as you speak. Smile at the audience and breathe deeply as this will help you feel less nervous. Never read the presentation from a page but speak directly to the people in your audience.
- Use your own words and don't speak too fast. Speak clearly and try to sound confident.

6 Watch or listen again and look at photos 1-2. Copy the table in your notebook. For each presentation (P1 and P2), rate aspects A-E below from 1 to 5 (1 = poor, 5 = excellent).

	P 1	P 2
Ideas and organisation		
A The beginning of the presentation was interesting.		
B The presentation had a clear structure.		
Presenting		
C The presenter communicated his ideas in an effective way (eye contact, body language, facial expression).		
D The presenter spoke strongly and clearly.		
E The presenter looked confident and relaxed.		

7 Study the box below. Which of the phrases could you use to begin a presentation (B) and which to end it (E)?

SPEAKING | Giving presentations

Do you have any questions? E

The subject/topic of my talk today is ...

I'd like to start by talking about ...

That brings me to the end of my presentation.

To summarise, .../To conclude, ...

Before I start, it might surprise you to learn that ...

Well, that's it from me. Thank you for listening.

Today I'd like to talk about ... But first, did you know that ...?

8 Read the quote. In pairs, explain what it means using your own words.

All great speakers were bad speakers at first.

Ralph Waldo Emerson (American poet)

9 Do the task below.

LIFE SKILLS | Project

Prepare a two-minute presentation on a subject you find interesting.

- Follow the tips from this lesson (Plan, Prepare, Practise, Present). Use some of the phrases from Exercise 7 to help you.
- Give your presentation in front of the class and listen to presentations from other students.
- Give each other feedback. Say what you liked about the presentation and what you could improve.

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Осознанный выбор будущей профессии – это важнейшая задача, которая стоит перед старшеклассниками. Раздел Life Skills в учебнике Team Up! (Вместе) для 10 и 11 классов развивает навыки, необходимые для будущей профессии – умение работать в команде, вести дискуссии, переговоры, анализировать информацию. Сегодня раздел Life Skills посвящен работе с презентациями: как составить план, подготовить информацию, и как в итоге, успешно выступить со своей презентацией. Ученики изучают рекомендации и смотрят два выступления: как не надо делать презентации, какие ошибки лучше не допускать, и как выглядит удачная эффективная презентация. Внимательно изучите представленный разворот, посмотрите первую часть видео и выполните задание.

Задание. In the first part of the video Jenny:

- | |
|---------------------------------|
| 1. spoke strongly and clearly |
| 2. looked confident and relaxed |
| 3. was full of self-doubt |