

Presentations

Exercise 1: Introduction to presentations

- A) This lesson you will be discussing presentations. What are some features of a presentation? And does it differ from written language? How?
- B) Do you think that the ability to present information is valued in education and business? Why/why not?
- C) Look at the presentation checklist below. What are some features/aspects of each category?

Presentation Checklist

- 1) Purpose
 - 2) Audience
 - 3) Organization and content
 - 4) Method of delivery
 - 5) Vocal and physical delivery
 - 6) Confidence and credibility
- D) Look at the four methods of delivery below. What are some of the situations and contexts for each of the methods? Which of these is to you the most difficult?**
- 1) Speaking impromptu (i.e. “without preparation”)
 - 2) Speaking extemporaneously
 - 3) Speaking from a text
 - 4) Speaking from memory

Exercise 2: Steve Jobs – Unveiling the iPhone

- A) You will watch two parts from Steve Jobs’ unveiling of the first iPhone. Watch the parts and focus on the presentation checklist above. Where does the presentation stand in terms of these criteria?
- B) Watch the two parts again and comment further on the following aspects of his presentation style:

1) *The unveiling of the product*

- a. Slides
- b. Silence
- c. Delivery stress
- d. Body language

2) *iPod demonstration*

- a. Slides
- b. Silence
- c. Delivery stress
- d. Body language

Exercise 3: The Two-Minute Presentation

A) You will be delivering a two-minute presentation on a topic of your choice. Follow the prompts below.

- Select a subject you are familiar with
- Decide on your main point
- Come up with about three important points supporting your point
- Structure your presentation
- Focus on the introduction and conclusion – write down specific phrases/sentences you are going to say
- Rehearse/practice the presentation. Add anything you think is missing.

B) Self-evaluation. What did you think of your presentation? What did you find challenging? What about the preparation phase – did you struggle with anything? Where do you think are your strengths and weaknesses?