



Presentation Skills – ANSWER KEY

Task 1

1. Living Near Airports: Noise Stress and Human Behaviour ... yes
2. The Billion Dollar Question ... no
3. Out of the Oceans and on to Faster Bicycles ... no
4. The Common Stereotype: Children's Images of Scientists ... yes
5. Presentation Skills: Effective Communication in the Information Age ... yes

Task 2

it's a pleasure = I'm delighted
I'm in charge of = I take care of
we are here today = my purpose is
review = go through
to highlight = to emphasize
to get across = to communicate

break down = divide
parts = sections
third = finally
feel free = don't hesitate
an opportunity = a chance
at greater length = in more depth

Task 3 – These are possible answers, as some functions may overlap.

- 1) f, o; 2) b, i, m, n; 3) c, h, p; 4) a, g, q; 5) d, e, j, k, o, r; 6) l, s, t

Task 4

So, **that's all** I have planned to say about the topic. Let me summarize the main **issues**. Very **briefly** there are four. **First**, I spoke about the preparation phase, where it's very important to determine the aim and its relevance to the audience; **secondly**, the use of sign-posting language, which is used to provide optimal orientation; and **lastly**, the actual delivery, where it's good to think about your voice and body language. I'd like to **conclude** by emphasizing that many presentations could be greatly improved by providing the audience with a **meaningful** concluding statement that stresses the position of the speaker on the topic. I suggest we start the **discussion**, but before we **begin**, let me thank you for your attention. I'd be glad to answer any **questions** now.

The **green** section is an example of **sign-posting**. The **yellow** section is an example of a **summary**. The **pink** section is a **concluding (thesis) statement** that emphasizes the most important and main idea of the presentation. The **blue** section consists of **closing** statements.

Task 5 – 1. D 2. E 3. B 4. A 5. C

Task 6

- 1) any 2) Masaryk University 3) First 4) changing / we change 5) to know 6) correctly; saying
7) I can't see 8) Do you mean 9) another 10) answer your question 11) I think 12) not to answer / not answering 13) to being 14) telling 15) advice

Task 7

- 1) giving/making 2) may/might need 3) write/take/put/note down 4) go through 5) expect
6) moved on 7) in/over the past/last five years 8) too much 9) give you 10) very well