

## **QUESTIONS FROM THE READING ON THE SKILL OF PRESENTING**

### **A. Do you know the answers?**

1. How much time should you spend on each slide?
2. What is the recommended minimum size of letters in the slides?
3. What kind of background should be avoided on slides?
4. What is signposting?
5. What are cue cards?
6. Why is it important to think about the audience when preparing a presentation?
7. How can you capture your listeners' attention in the introduction?
8. What is the function of silence in presentations?

### **B. True or false?**

9. We should always apologize for making a mistake when presenting.
10. Basic structure of presentations:
  - tell them what you will tell them (introduction),
  - tell them (development),
  - tell them what you told them (conclusion).
11. Full sentences should be written on the slides.
12. We should use as many pictures as possible in our presentations as they make them interesting.
13. We should always convey the topic in great detail.
14. We should use specialized academic language to demonstrate our credibility.
15. The audience is engaged.
16. It's easy to follow the speaker's direction.

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