

Delivering an effective presentation

Read the text carefully and then choose the right options A, B, or C. Sometimes two options are possible.

- 1 An effective speaker needs to:
 - A know the words and phrases in their presentation by heart.
 - B understand the words and phrases in their presentation
 - C examine the coherence of individual sections of their speech
- 2 In case the presenter reads their speech
 - A their voice might become tedious
 - B they engage their audience well
 - C They might not have a sufficient contact with the listeners
- 3 Using index cards helps the speaker
 - A to include as many details as possible
 - B not to lose a track throughout their speech
 - C to continue their speech if the technology does not work
- 4 The speaker's posture can
 - A impose various moods
 - B be either formal or informal
 - C be relaxed all the time
- 5 Genuine interest in talking to the audience can be imposed by
 - A touching the listeners
 - B patting the listeners on their shoulders
 - C eye or spoken contact
- 6 Relationship with the audience is developer and sustained by
 - A pointing at individual listeners
 - B involving the audience by using pronouns *we* or *us*
 - C using slides and visual aids
- 7 The speaker usually speaks quietly when they
 - A apologize
 - B want to catch the listeners' attention
 - C want the audience to sit up and listen
- 8 Two points highlighted in the text are:
 - A the speaker should always behave like a professional
 - B the speaker should always behave naturally
 - C the speaker's behaviour towards the audience should not be oppressive