Extra exercises to practise presentation skills

5 LEARNING CIRCLES = time needed for each activity is approximately 30 minutes. Students will choose which ones they want to do and they take turns in little groups of 3-4 people.

<https://www.slidegenius.com/blog/presentation-skills-practice/>

#1: Practice structure and brevity

Time and again, we’ve written about the importance of [structure](https://www.slidegenius.com/blog/presentation-structure-tv-shows/) and [brevity](https://www.slidegenius.com/blog/simplify-presentation-content/) in presentations. In ten minutes, practice your ability to logically structure ideas by telling a story that you’re completely familiar with. In Jones’ class, she asked her students to introduce themselves one by one.

In your presentation, you can do the same thing by picking out the most important details about yourself and ordering them in a way that would be easy to follow. For a real challenge, you can also try to **recall your favorite book or movie**. To relay the story in 10 minutes, you will have to choose the details that are most crucial to the narrative. Try to keep your story linear and avoid segues.

**Exercise modification: 5 minutes tell the story of your (favourite) book/film**

* **5 min preparation time**
* **5 minute presentation to your colleagues**
* **Tips: linearity, main points, introducing the characters/place/time, clear relationships between characters and events, clear transitions between sections**

#2: Practice how to transition from one idea to the next without losing sight of your main goal

When tackling a variety of topics, you will need to know how to properly transition from one idea to the next. Practice your ability to sequence various ideas while keeping in line with your main goal. To do this, Jones asked her students to relay instructions describing a certain process.

A few of them described how to use gadgets like Google glass while some talked about studying at university and filling up your car with gas. Choose a process you know well and try to describe it step by step. Make use words like ***first of all*, *then*,** and finally to help audiences keep track of the progression of your ideas.

**Exercise modification: choose 1 of 3 options – processes to describe (given?)**

* **Recipe**
* **Signing into mood-link-a course**
* **Applying for an Erasmus stay abroad**

**Before the task – 5 mins preparation brainstorming the transition words**

**5 mins preparation of the topic**

#3: Practice making an impact through rhythm and intonation

Adding variety in your speech will allow audiences to distinguish the emotions and attitudes in your presentation. Avoid a monotone and deadpan delivery by practicing your rhythm and intonation. This is best done if you already have a presentation prepared.

You can also use a presentation you’ve delivered in the past or something you commonly give every now and then (like a sales pitch or a quick introductory seminar for new hires). Deliver your speech as you would in front of an audience. Give yourself time to pause in places that need a more dramatic effect.

Add feelings to your voice by changing up your intonation. Be mindful of what mood you’d like to express and experiment by reading your speech in several different ways.

**Exercise modification:**

**Marting Luther King – I have a dream speech – reading an extract**

**5 minutes preparation pre-reading**

**5 minutes listening**

**2 minutes finishing preparation**

**15 minutes – reading in a group**

MLKing Speech:

Video – consider the pace appropriate for the then technology as well as the great open space, appropriate the speed, but try to mimic the powerful intonation

<https://www.youtube.com/watch?v=CjEdyxo_z5k>

<https://www.gilderlehrman.org/sites/default/files/inline-pdfs/king.dreamspeech.excerpts.pdf>

“I Have a Dream” Speech by the Rev. Martin Luther King Jr. at the “March on Washington,” 1963 (excerpts)

I am happy to join with you today in what will go down in history as the greatest demonstration for freedom in the history of our nation.

Five score years ago a great American in whose symbolic shadow we stand today signed the Emancipation Proclamation. This momentous decree is a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity. But 100 years later the Negro still is not free. One hundred years later the life of the Negro is still sadly crippled by the manacles of segregation and the chains of discrimination. One hundred years later the Negro lives on a lonely island of poverty in the midst of a vast ocean of material prosperity. One hundred years later the Negro is still languished in the corners of American society and finds himself in exile in his own land. So we’ve come here today to dramatize a shameful condition.

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**#4: language corner**

### <https://www.ilac.com/tips-for-giving-a-great-presentation-in-english/>

### Exercise modification:

### 10 minutes going through the materials

### Using them on one of the recommended topics

### 5 minutes preparation of the topic

### 5 minutes improvised presentations in the group using the expressions from the article

### Recommended topics:

### Benefits of reading

### Alternative fuels

### Censorship in the media

### Driver-less cars: future of vehicles

### Effects of social networking

### Same sex marriage: my opinion

### Impact of fast foods

# INTRODUCE YOURSELF AND SET THE THEME

At the beginning of the presentation, it’s important to introduce yourself, giving your full name, position and company you represent. Some people also include their contact information on the first slide. That’s in case you want someone from the audience to contact you after your presentation. After the introduction, don’t forget to state the topic of your presentation.

## USEFUL PHRASES IN ENGLISH:

“Hello, ladies and gentlemen, thank you for coming…”  
“The topic of today’s meeting is…”  
“Let’s get the ball rolling”  
“Shall we get started?”

# PROVIDE AN OUTLINE OR AGENDA OF YOUR PRESENTATION

Providing an outline of the presentation is a must, as people want to know why they should listen to you. That’s why the opening part is very important. It should be cheerful, interesting and catchy. You should know it by heart, so you don’t lose track of your thoughts even if you are nervous.

## USEFUL PHRASES IN ENGLISH:

“I’d like to give you a brief outline of my presentation…”  
“Here is the agenda for the meeting…”  
“My presentation consists of the following parts…”  
“The presentation is divided into four main sections…”  
5. Explain When the Listeners Can Ask Questions

A Question & Answer period (Q&A) usually takes place at the end of the presentation, so you have enough time to deliver the main message of your speech without being interrupted by multiple questions. If you want the audience to ask questions during or after the presentation, say so.

## USEFUL PHRASES IN ENGLISH:

“There will be a Q&A session after the presentation”  
“Please feel free to interrupt me if you have any questions”  
“I will be happy to answer your questions at any time during the presentation”

# MAKE A CLEAR TRANSITION IN BETWEEN THE PARTS OF THE PRESENTATION

Using transition words and phrases in English makes your presentation look smooth and easy to follow.

## USEFUL PHRASES IN ENGLISH:

“I’d like to move on to another part of the presentation…”  
“Now I’d like to look at…”  
“For instance…”  
“In addition…”  
“Moreover…”  
“This leads me to the next point…”

# WOW YOUR AUDIENCE

If you are not excited by your presentation, your audience will not be excited either. When presenting, you should plan to wow your audience. Use adjectives and descriptive words as they will help to attract the audience’s attention and make your speech more vivid and memorable.

## USEFUL PHRASES IN ENGLISH:

“The product I present is extraordinary.”  
“It’s a really cool device”  
“This video is awesome”  
“This is an outstanding example”

# MAKE YOUR DATA MEANINGFUL

If you need to present numbers or some comparative analysis of algorithms for integration, use some visuals to present it. You can use charts, graphs or diagrams to make your data meaningful and visually attractive. Remember that pie charts are good for representing proportions, line charts to represent trends, column and bar charts for ranking.

## USEFUL PHRASES IN ENGLISH:

“Here are some facts and figures”  
“The pie chart is divided into several parts”  
“The numbers here have increased or gone up”  
“The numbers change and go down (decrease)”  
“The numbers have remained stable”

# SUMMARIZE

At the end of the presentation, briefly summarize the main points and ideas. Provide the audience with your opinion and give them a call to action, let them know what you want them to do with the information you’ve shared. End of the presentation by thanking all the listeners and inviting them to the Q&A.

## USEFUL PHRASES IN ENGLISH:

“Let’s summarize briefly what we’ve looked at…”  
“In conclusion…”  
“I’d like to recap…”  
“I’d like to sum up the main points…”

# 5 Final Feedback form and comments

Please, fill in the feedback form and add any of the comments you find relevant

Preparation – 5 minute group discussion, then each student fills in a form

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Choose a process you know well and try to describe it step by step. Make use of words like **first of all, then,** and ***finally*** to help audiences keep track of the progression of your ideas.

**Exercise instructions:**

* **choose 1 of 3 options – processes to describe:** 
  + **Recipe**
  + **Signing into a mood-link-a course**
  + **Applying for an Erasmus stay abroad**
* **Before the task** 
  + **5 minutes preparation of the transitional expressions - brainstorming the vocabulary**

### 5 mins preparation of the topic of your choice

### 5 minutes presentation to your colleagues in the group

### 5 minutes feedback in your group (discussion)

### #2: Practice structure and brevity (30 minutes)

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For a real challenge, you can try to **recall your favorite book or movie**. To relay the story in 5 minutes, you will have to choose the details that are most crucial to the narrative. Try to keep your story linear and avoid segues.

**Exercise procedure and timing: in 5 minutes tell the story of your (favourite) book/film**

* **5 min preparation time**
* **5 minute presentation to your colleagues**
* **5 minutes feedback in group (discussing the strong and weak points and the difficulties and how to avoid them)**

### Tips: linearity, preparing main points to be covered, introducing the characters/place/time, clear relationships between characters and events, clear transitions between sections

### #3: Practice making an impact through rhythm and intonation (30 minutes)

Adding variety in your speech will allow audiences to distinguish the emotions and attitudes in your presentation. Avoid a monotone and deadpan delivery by practicing your rhythm and intonation. This is best done if you already have a presentation prepared.

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In a sense we’ve come to our nation’s capital to cash a check. When the architects of our Republic wrote the magnificent words of the Constitution and the Declaration of Independence, they were signing a promissory note to which every American was to fall heir. This note was a promise that all men—yes, black men as well as white men—would be guaranteed the unalienable rights of life, liberty and the pursuit of happiness. . . .

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#4: language corner (30 minutes)

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Exercise procedure:

* 10 minutes going through the materials
* 5 minutes preparation of the topic
* 5 minutes improvised presentations in the group using the expressions from the article

Recommended topics:

* Benefits of reading
* Alternative fuels
* Censorship in the media
* Driver-less cars: future of vehicles
* Effects of social networking
* Same sex marriage: my opinion
* Impact of fast foods

INTRODUCE YOURSELF AND SET THE THEME

At the beginning of the presentation, it’s important to introduce yourself, giving your full name, position and company/organization you represent. Some people also include their contact information on the first slide. That’s in case you want someone from the audience to contact you after your presentation. After the introduction, don’t forget to state the topic of your presentation.

USEFUL PHRASES IN ENGLISH:

*“Hello, ladies and gentlemen, thank you for coming…”*  
*“The topic of today’s meeting is…”*  
*“Let’s get the ball rolling”*  
*“Shall we get started?”*

PROVIDE AN OUTLINE OR AGENDA OF YOUR PRESENTATION

Providing an outline of the presentation is a must, as people want to know why they should listen to you. That’s why the opening part is very important. It should be cheerful, interesting and catchy. You should know it by heart, so you don’t lose track of your thoughts even if you are nervous.

USEFUL PHRASES IN ENGLISH:

*“I’d like to give you a brief outline of my presentation…”*  
*“Here is the agenda for the meeting…”*  
*“My presentation consists of the following parts…”*  
*“The presentation is divided into four main sections…”*  
5. Explain When the Listeners Can Ask Questions

A Question & Answer period (Q&A) usually takes place at the end of the presentation, so you have enough time to deliver the main message of your speech without being interrupted by multiple questions. If you want the audience to ask questions during or after the presentation, say so.

USEFUL PHRASES IN ENGLISH:

*“There will be a Q&A session after the presentation”*  
*“Please feel free to interrupt me if you have any questions”*  
*“I will be happy to answer your questions at any time during the presentation”*

MAKE A CLEAR TRANSITION IN BETWEEN THE PARTS OF THE PRESENTATION

Using transition words and phrases in English makes your presentation look smooth and easy to follow.

USEFUL PHRASES IN ENGLISH:

*“I’d like to move on to another part of the presentation…”*  
*“Now I’d like to look at…”*  
*“For instance…”*  
*“In addition…”*  
*“Moreover…”*  
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SUMMARIZE

At the end of the presentation, briefly summarize the main points and ideas. Provide the audience with your opinion and give them a call to action, let them know what you want them to do with the information you’ve shared. End of the presentation by thanking all the listeners and inviting them to the Q&A.

USEFUL PHRASES IN ENGLISH:

*“Let’s summarize briefly what we’ve looked at…”*  
*“In conclusion…”*  
*“I’d like to recap…”*  
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*“Now I’d like to look at…”*  
*“For instance…”*  
*“In addition…”*  
*“Moreover…”*  
*“This leads me to the next point…”*

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*“The product I present is extraordinary.”*  
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MAKE YOUR DATA MEANINGFUL

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*“Here are some facts and figures”*  
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*“The numbers here have increased or gone up”*  
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SUMMARIZE

At the end of the presentation, briefly summarize the main points and ideas. Provide the audience with your opinion and give them a call to action, let them know what you want them to do with the information you’ve shared. End of the presentation by thanking all the listeners and inviting them to the Q&A.

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*“Let’s summarize briefly what we’ve looked at…”*  
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Exercise procedure:

* 10 minutes going through the materials
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Recommended topics:

* Benefits of reading
* Alternative fuels
* Censorship in the media
* Driver-less cars: future of vehicles
* Effects of social networking
* Same sex marriage: my opinion
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*“Hello, ladies and gentlemen, thank you for coming…”*  
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**# 5 Final Feedback form and comments**

Please, fill in the feedback form and add any of the comments you find relevant

Preparation – 5 minute group discussion, then each student fills in a form