

All

SEMINAR 1

Presentations – Answer Key

Task 1 – 1. a) 2. b) 3. b) 4. c) 5. a) 6. c) 7. a) 8. a)

Task 2 – 1. b) 2. c) 3. b) 4. c) 5. a) 6. c) 7. c) 8. c)

Task 3 – Listening – Giving Talks and Presentations

Part 1 – Preparation – key points:

1 Objectives, 2 Audience, 3 Content, 4 Organisation, 5 Visual information, 6 Practice

Part 2 – Language – “Sign Posting”

Sections that are referred to: 1, 3, 7, 9, and 10.

Part 3 – Delivery – key points

1 Nerves, 2 Voice, 3 Body Language, 4 Visual Information, 5 Questions

Tapescript:

Taken from International Express Intermediate (Teacher’s Book), Liz Taylor, OUP, 1997, p. 53.

Task 4 – based on class work

Task 5

Good morning, ladies and gentlemen. Thank you for coming. Today I will be providing you with information on the structure and running of Masaryk University. I’ve divided my presentation into three parts: first we’ll deal with the various schools and faculties, then we’ll focus on the different courses (omit and stuff like that completely), and lastly we’ll look at the day-to-day running of the whole institution. There’ll be an opportunity to ask questions and discuss issues at the end of my talk, but do interrupt me if there’s anything you don’t understand.

Some guidelines to determine the level of formality:

Length – the longer the word or phrase, generally the more formal

Phrasal verbs – usually informal, but note exceptions e.g. Fill in/out a form, look forward to

Particular words like get, stuff, things – usually informal

Active/passive – not using pronouns makes a phrase more formal

Origin – generally words from French and Latin are more formal; Germanic words are less formal

Task 6 – 1. c) 2. d) 3. d) 4. c) 5. d)