

SPEAKING & PRESENTING

I. VOCABULARY QUIZ

Do the quiz.

II. DEBATE

Watch the video and then have a group debate on the same topic. Use some of the linking words that you have been given.

<https://www.theguardian.com/commentisfree/video/2013/sep/02/budget-airlines-train-ferry-debate-video>

III. PRESENTATION SKILLS

A presentation is **a means of communication** that can be adapted to **various speaking situations**, such as talking to a group, addressing a meeting or briefing a team. Making a presentation is a way of communicating your thoughts and ideas to an audience **effectively**.

IV. BRAINSTORMING & TEAM WORK

- a) Make two groups & prepare to produce posters. One group makes a list of characteristics of a good presentation and the other group makes a list of characteristics of a bad presentation.

GOOD PRESENTATION

BAD PRESENTATION

- b) When you have finished, look at the other group's list and discuss your ideas.

V. LISTENING & NOTE TAKING

- a) Watch the following video and note down the mistakes the presenter made.

<https://www.youtube.com/watch?v=ATfY8dvbuFg>

- b) Compare your notes with the list of mistakes at the end of the video.

VI. PRACTICE: PRESENTATION STRUCTURE

Introduction

The introduction is a very important - perhaps the most important - part of your presentation. This is the first impression that your audience have of you.

- a) Watch the following video and identify the individual parts of the introduction.

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

- b) Work in pairs. You have been asked to give a short presentation on the title “Why you should study abroad with Erasmus”. Prepare an introduction to this presentation and deliver it to your audience.

Body

The body is the 'real' presentation. It should be well structured, divided up logically, with plenty of carefully spaced visuals.

- a) Imagine you are giving a presentation and using some visual aids. What phrases might you use to draw your audience's attention to these slides?
- b) Now listen to two examples of people giving presentations. As you listen, write down the phrases they use to draw the audience's attention to the slides.

<http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/2body.shtml>