

Presenting with Confidence

World of Work

- Teacher's Insights -

 60-120 minutes  B1 – C1  business English, role-play, reading

This class on presentations (especially for business English) is designed to be a self-explanatory worksheet which leads students through the exercises in a logical way. Simply follow point by point. This class may take up to two hours so consider running it over multiple sessions if you have a shorter class time.

Introduction: Ask and answer the questions as a group.

1. How comfortable are you with giving presentations in front of a group?
2. Have you ever given a presentation in English? If so, can you describe your experience?
3. What do you think are the most important elements of a successful presentation?
4. How do you prepare for a presentation?
5. How do you handle nerves or stage fright when giving a presentation?
6. Can you think of a time when you saw a particularly effective or ineffective presentation? What made it so?

Reading: Read the article and fill in the following words.

purpose	jargon	slides	points	track	audience
---------	--------	--------	--------	-------	----------

A successful presentation is one that effectively communicates the intended message to the **audience**. The key elements of a successful presentation include a clear structure, engaging visual aids, and effective use of language.

A clear structure is essential for keeping the audience engaged and on **track**. It should include an introduction, body, and conclusion, with each section having a clear **purpose** and logical flow. This allows the audience to easily follow the presentation and understand the main **points**.

Visual aids, such as **slides**, can greatly enhance a presentation by providing a visual representation of the information being discussed. They should be well-designed, easy to read, and relevant to the topic. They should also be used to supplement the spoken information, not replace it.

Effective use of language is also crucial for a successful presentation. The presenter should use clear and precise language, avoiding **jargon** and technical terms that the audience may not understand. Additionally, the use of appropriate body language and tone of voice can greatly enhance the message being conveyed.

Reading: Read the article and fill in the following words.

	I always do that.	I do that sometimes.	I never do that.
Prepare well and know your material inside out. This will help you feel more confident and in control when giving the presentation.			
Practice your presentation in front of a mirror or record yourself to identify areas for improvement.			
Slow down your speaking pace, speak clearly, and project your voice, making sure to enunciate and avoid mumbling.			
Use powerful body language, such as maintaining eye contact, using open gestures, and standing tall.			
Use a good mix of visual aids, such as slides, images, or videos, to engage the audience and help them understand your presentation.			
Use humor, anecdotes, or real-life examples to make your presentation more relatable and engaging.			
Be open to constructive criticism and feedback, and use it to improve your presentation skills.			

Presenting with Confidence

World of Work

Useful Language: Add the titles in the box to the groups of sentences given below.

Opening Phrases	Introducing Main Points	Transitioning Between Points	Referring to Visual Aids	Concluding the Presentation	Answering Questions
-----------------	-------------------------	------------------------------	--------------------------	-----------------------------	---------------------

Referring to Visual Aids

- This slide illustrates...
- It's clear from this chart that...
- As you can see from this graph...
- The data in this table shows...
- This image represents...

Transitioning Between Points

- As we move on to the next point, I'd like to talk about...
- Let's now turn our attention to...
- Now that we've covered... I'd like to take a more detailed look at...
- I'd like to summarise the key points we've discussed so far and then move on to...
- Next, I'd like to delve deeper into...

Answering Questions

- That's a valid point. Let me address ...
- I'm glad you brought that up. Let's explore that point a little.
- I'm not sure if I understand your question correctly, could you please clarify?
- I apologise, I may not have been clear about ... Allow me to explain it again.
- That's a very good question. To answer it, I'd like to...

Concluding the Presentation

- So, in a nutshell ...
- To summarise, ...
- That concludes my presentation, thank you for your attention.
- I hope you found my presentation informative and engaging, thank you.
- I appreciate your attention, and I look forward to any feedback you may have.

Opening Phrases

- Good morning/afternoon everyone, I'm here today to talk to you about...
- I'm excited to be here today to talk to you about...
- Thank you for inviting me to speak. I'm going to be discussing...
- I'd like to start by giving you some background information on...
- Let's begin by taking a look at...

Introducing Main Points

- We'll be taking a detailed look at the following...
- Today, I'll be discussing...
- I'd like to focus on...
- The key takeaways from my presentation will be...
- The purpose of my presentation is to inform you about...

Presenting with Confidence

World of Work

For the final page, allow students to make their own choices, control the time, and help them when they need.

Preparation I: Split into small groups and choose one of the topics below:

1. Describing a favorite hobby or pastime
2. Explaining how to cook a favorite dish
3. Presenting a favourite holiday or vacation destination
4. Describing a favourite animal or pet
5. Discussing the importance of good hygiene and cleanliness
6. Explaining the benefits of different types of fruits and vegetables
7. Presenting a favourite book or movie
8. Describing a favourite place
9. Explaining the importance of exercise and physical activity
10. Discussing the benefits of a healthy diet

Preparation II: Follow these steps to get your presentation ready for the group.

1. Research and gather information on their chosen topic. This could include reading articles, watching videos, or conducting interviews.
2. Organise the information they have gathered into a clear and logical structure. This could involve creating an outline or a set of bullet points.
3. Create visual aids such as slides or posters to supplement their presentation. Also, if you use a computer, make sure you have everything you need to connect to the screen or projector, etc.
4. Practice your presentation in your small group, giving and receiving feedback on your delivery and the content of your presentation. You can also assign roles for when you deliver the presentation to the class.

Presentation: Deliver your presentation to the group.

It's go time. Deliver your presentation to the whole class using all the skills and language you have learnt so far. Good luck!

Feedback: Use the following questions to discuss feedback with the rest of the group.

1. How did the presentation go overall? Could you understand the main points that the presenter wanted to deliver?
2. How effectively did the presenter use visual aids, such as slides and images, to support the key points of the presentation?
3. How clear and concise was the language used by the presenter, and did the presenter manage to project their voice (and avoid mumbling) throughout?
4. Were there any specific parts of the presentation that you found particularly interesting or informative?
5. Were there any specific parts of the presentation that didn't go so well, such as parts that weren't very clear or that were difficult to understand?
6. Are there any suggestions you have for how the presenter could improve their delivery or the content of their presentation in the future?