

LIFE SKILLS COMMUNICATION

GIVING PRESENTATIONS



LIFE SKILLS

Giving presentations

Presentation skills are important at school and in other areas of life. Some people don't like giving presentations because they don't know what to say or because they get nervous about public speaking. However, there are tips anyone can use to make presentations easier and more enjoyable.

1 Ask and answer the questions with a partner.

- 1 When was the last presentation you gave?
- 2 What was the presentation about? Did you do it alone or in a group?
- 3 How do you feel when you have to speak in public?

2 Read the text about presentations on the opposite page and complete the sentences.

- 1 You should have three or four main _____.
- 2 Don't show people too much _____ at once.
- 3 Use small _____ to help you remember.
- 4 Always _____ the audience when you finish.

3 Read the article again and answer the questions.

- 1 Why would someone start a presentation with photos?
- 2 What are two advantages of using visual materials?
- 3 How can too many visual materials be a problem?
- 4 What changes might people make after practising their presentation?
- 5 Why is it important to watch the audience carefully?
- 6 What can happen if the speaker sounds tired?



4 Listen to Sarah and her dad talking about her presentation. Tick (✓) the topics that they discuss.

- | | |
|------------------------|------------------------|
| 1 _____ weather | 5 _____ animals |
| 2 _____ holiday photos | 6 _____ the audience |
| 3 _____ outdoor sports | 7 _____ videos |
| 4 _____ a lake | 8 _____ transportation |



5 Listen again. Are the sentences true or false? Correct the false sentences.

- 1 Dad said that Sarah hadn't practised her presentation enough.
- 2 Sarah said she was feeling nervous about her presentation.
- 3 The teacher said that students needed to include lots of facts.
- 4 Dad told Sarah that she had spoken too quickly at times.
- 5 Sarah said that she wanted to make a documentary film.
- 6 Dad said that Sarah had looked at her notes too much.

6 Read the *Useful language* phrases. Complete them with the words in the box.

for instance like such well



USEFUL LANGUAGE

Giving examples

- 1 There are lots of natural sights, _____ as mountains and lakes.
- 2 I hope to see some wild animals, _____ bears and foxes.
- 3 The weather will be cold, and it may be snowy as _____.
- 4 _____ example, there are lots of trees and wild flowers.
- 5 For _____, I'd like to go hiking or canoeing.

SNOWDONIA NATIONAL PARK

by Sarah Weaver



Perfect Presentations

Five essential steps for public speaking



1 Get organised

The best presentations are well planned and clearly organised. You can brainstorm lots of ideas and write them down, but then choose the most important ones. Consider the amount of time you have, and don't include too many topics. In most cases, three or four main ideas will be fine. For example, if you're making a presentation about a film, you can talk about the characters, story, music and special effects. The beginning of your presentation should also be interesting. Show some photos or a video clip, or tell a short, amusing story to make people laugh.



2 Use visual materials

Many people find it difficult to stand up in front of an audience without any materials to help them. Even experts use a variety of visual props, such as photos, charts, diagrams and digital presentation tools. These things make your performance more exciting for the audience and they can also help you remember what you are going to say. However, you shouldn't use too many visual materials or show too much information at once. That can be confusing or boring for the audience. The 'star' of your presentation should be you, not your materials.



3 Rehearse your performance

Professional musicians know how important it is to practise before a concert. Similarly, you need to practise your presentation many times before the 'big day'. Start by reading the text aloud until you know it well. Then write the main ideas on small notecards and use them to help you remember. Practise again in front of a mirror and time your presentation. If it's too long, you may need to cut some material. Finally, you can record your performance or ask a friend to watch you and then make suggestions for improvements.



4 Connect with your audience

On the day of your presentation, be sure to watch the audience. Are people interested or do they seem confused? Do you need to speak more loudly? Try to stay calm, but make sure to keep up your energy. If you sound like you're tired or bored, your audience will probably feel the same way. Stand up straight, act confident, and don't move around much. That can be annoying and then people won't pay attention to your words. Finally, be sure to thank your audience when you finish speaking. It's a simple but effective way to end any presentation.



PROJECT

A presentation

Plan a presentation about a nature park that you want to visit. Use the questions below to help you. Practise your presentation with a partner.

- 1 What's the name of the park?
- 2 Where is the nature park located?
- 3 What time of year do you want to go there?
- 4 What is the weather like at that time of year?
- 5 What are some interesting natural sights there?
- 6 What plants or animals do you hope to see?
- 7 What activities do you want to do there?

Give your presentation to the class.