

HOW TO PRESENT

LIKE A PRO



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PRESENTATIONS

1. Have you ever had to give a presentation in English?
How about Polish or other languages?

2. Is it stressful for you to make presentations?

3. What should a good presentation look like? Is there one structure everyone should follow?

4. What do you find easy/difficult about giving presentations?

Look at the expressions below and divide them into 2 categories.

raise / stabl / drop / boost / climb / reduce / fluctuate / expand / decline / decrease / gain / decrease / soar / multiply / plummet / halve / level off

GOING UP:

GOING DOWN:

GOING UP AND DOWN:

REMAIN THE SAME:

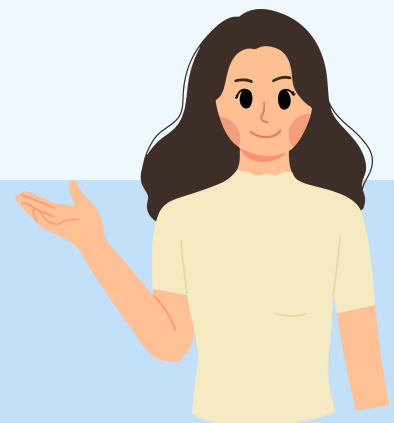


PRESENTATIONS

Now complete the following presentation speech by putting one of the words from the box in each gap. There is usually more than one possibility. If you have used a word before, try using a different word.

Good afternoon, everyone. Let me get straight on to the results of the sales this last year. As you are well aware, we had a fire in one of our main factories in Milan in September of last year. We're very thankful that no one was hurt but as far as sales are concerned, the problems with supply caused sales to suddenly _____¹ at the end of the year as we just didn't have the stock. We managed to _____² production in our Berlin and Madrid factories which helped a lot, but there was still a 30% _____³ in sales over the Christmas period compared to the previous year. January and February are always slow months for us, but with our Milan factory back up and running, we can see sales slowly _____⁴ through that period. In March, the Times did an article about how well we treated our Milan staff during the difficult period and we _____⁵ a lot of positive attention in the media for that. This was fantastic for business as you can see that over March and April, our sales multiplied to a level that was actually higher than over the same period in the previous year. It also really _____⁶ our image in the press which was fantastic for public relations. From there, the growth in sales remained steady. There was a small _____⁷ at the end of the summer which is typical as few people are buying at that point. However, that was also the time that we were expanding the number of shops we have in the Netherlands and Sweden. So from October onwards, we saw huge _____⁸ from that leading to the best year for sales we've ever had.

source: Linguahouse.com



Presentations I

YOUTUBE

Watch THIS video and take notes on 5 mistakes you should avoid while making presentations online.

1

2

3

4

5

to step on your game -
horrible -
affable -
stiff -
make your point -
dense -
brief -

to bring sth to light -
dry run -
spouse -
poll -
to lecture -
goal post -

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Presentations II

YOUTUBE

Watch the first 2:15 min of THIS video about delivering presentations in person and public speaking. While watching, fill in the gaps in the sentences below.

1. The truth is, anything that is a physical object (...) help to people's attention.
2. This is the most thing at the start of a speech. He does it in ways.
3. You have about 10 seconds to capture their attention and them before they completely.
4. Secondly, timing. That guy is so, so slow, he the stage.
5. A lot of people do it. It can feel, but they ask people that, you know, "..... who's see that before (...).

Watch the whole video again and note down the key strategies for a successful public speech. Discuss if you agree with the speaker and if you've ever implemented any of these strategies into your presentations.

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Fill in the sentences with one of the expressions from the video:

1. The plot of the movie we saw yesterday is just a boy-meets-girl scenario.
2. Our boss wanted us to vote on paper, not by a, so that we could have a secret ballot.
3. It's that you stick to the rules.
4. Your English is, I'm impressed!

Presentations - vocabulary

The phrases you need

Welcome

OK, let's get started. Good morning everyone and welcome to ...
Can everybody see?

Before I begin, I'd like to thank (name) for inviting me here today.

On behalf of BCC International I'd like to welcome you here to our offices.

It's good to see so many people here today.

I'm very happy to be here.

Personal introductions

Let me start by introducing myself. My name is ...

Just a few words about myself, ...

Perhaps I should just introduce one or two people in the room.

Objective

The title of my presentation is ...

This morning I'm going to talk about ...

The aim of this short talk is to ...

Get attention and interest

Let me ask you a question. (+ rhetorical question)

Take a look at this picture. What does it tell you about ...?

Somebody once said ... (+ quotation)

Did you know that ...? (+ surprising statistic)

Audience benefit

I hope this presentation will enable you to ...

By the end of my talk you will ...

Structure

I'll speak for about thirty minutes.

I've divided my talk into four main parts / sections.

First, I'd like to ...

Then I'll talk a little about ...

After that I'll move on to ...

Finally I'll ...

If you have any questions, please feel free to interrupt.

OK, let's begin with the first point / slide, which is ...

The phrases you need

Signposts

OK. Let's move on to ... / turn our attention to ... / take a look at ...

This leads me to my next point, which is ...

Earlier I mentioned ...

I'll say more about this later. / I'll come back to this in a moment.

Just to digress for a moment, ...

Develop a topic

It might be useful to give a little background here.

Let's examine this in more detail.

Let me explain with a concrete example.

My own view on this is ...

Focus

Basically, ... / To put it simply, ...

So, for me, the main issue here is ...

I think there are three questions to focus on.

I would like to stress / emphasize that ...

Question-answer

What is the reason for this? The reason is ...

How much is this going to cost? Well, the figures show ...

So what can we do about all this? I'll tell you. We plan to ...

Refer to visuals

As you can see on this next slide, ...

I'd like to highlight two things on this table / chart / diagram ...

What is interesting on this slide is ...

I'd like to draw your attention to ...

Ask for contributions

Are there any questions so far?

Does anyone have any comments?

How does this relate to your own particular context?

The phrases you need

Signal the end

Right, that brings me nearly to the end of my presentation.

Summarize

Just to summarize the main points again, ...

So, to summarize, we looked at four main points. I began by telling you a little about ... Then I talked about ... After that I explained how ... Finally I ...

Conclude

I'd like to finish by saying ...

So, in conclusion, I hope that this talk has given you ...

Now we have to ... / I'm asking all of you to ... / Our job is to ...

Thank you all for coming. I hope it's been useful.

Practical matters

I've got some handouts here.

Here's my email in case you want to get in touch.

Invite questions

Do you have any questions? Yes, the gentleman / lady over there with the red tie / the black jacket.

Now, if you have any questions, I'll do my best to answer them.

Deal with questions

That's a very good point. / I'm glad you asked me that.

Sorry, can you explain that again?

So, if I understand you correctly, you're asking ...

That's an interesting question. What's your own opinion?

Has anyone else experienced the same thing?

I think that's outside the scope of this presentation, but I'm happy to discuss it with you afterwards.

OK, I think there's time for one last question.

Presentations - vocabulary

52.2 Complete the presentation extract with the words in the box. It is an alternative version of the presentation opposite.

at this point emphasize have a look highlight two things
let's go on my own view notice you can see how

OK, let's ¹ _____ at this next slide. It shows the design for an offshore turbine that sits on the surface of the sea. I'd like to ² _____ on this diagram. Firstly, ³ _____ the V-shaped structure with 'sails' mounted along its length. Secondly, ⁴ _____ this whole structure can turn on its base, powered by the action of the wind on the sails. This is how electricity is generated. ⁵ _____ on this is that the design is a big improvement on earlier versions – it's more efficient in terms of energy production, and it's also more stable with its solid base. By the way, I must just ⁶ _____ that this design is not in commercial production. OK, are there any questions ⁷ _____? No? Then ⁸ _____ to the next slide, which is a graph showing the projected demand for offshore wind energy over the next twenty years. ☺☺

53.2 Study the phrases for dealing with questions below. Try to guess the single missing word in each gap. Write your answers lightly at the side. Several answers may be possible.

- 1 That's a very good _____ .
(Think of something else besides 'question'.)
- 2 Sorry, can you _____ that again?
- 3 Has anyone else _____ the same thing?
- 4 OK, I think there's time _____ one last question.
- 5 That's an interesting question. What's your own _____ ?
- 6 Sorry, I didn't _____ that.
(Think of something else besides 'understand'.)
- 7 I think that's outside the _____ of this presentation, but I'm happy to discuss it with you _____ .
- 8 I'm _____ you asked me that.
- 9 I promised to finish _____ time, and I see that it's nearly ten o'clock.
- 10 You _____ have thought quite a lot about this. What conclusion have you _____ to?
- 11 Could you be a little more _____ ?
- 12 Anyone like to _____ on that?
- 13 I don't have that information to _____ .
Can I get _____ to you? Is that all right?
- 14 So, if I understand you _____ , you're asking ...

source: Business Vocabulary Builder U 51, 52, 53

HOMEWORK

Prepare a 3-4-minute example presentation on a topic close to your heart using as much of the language from the lesson as you can.

You can use one of the ideas below:

- Creating a successful product
- How sleep impacts productivity
- Morning routines of successful people
- Determining a customer's need for a product
- How to analyze a competitor's strategy
- How customers provide valuable data
- How to create a company identity
- Different events to enhance company culture

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