

# **PRESENTATION IN ENGLISH**

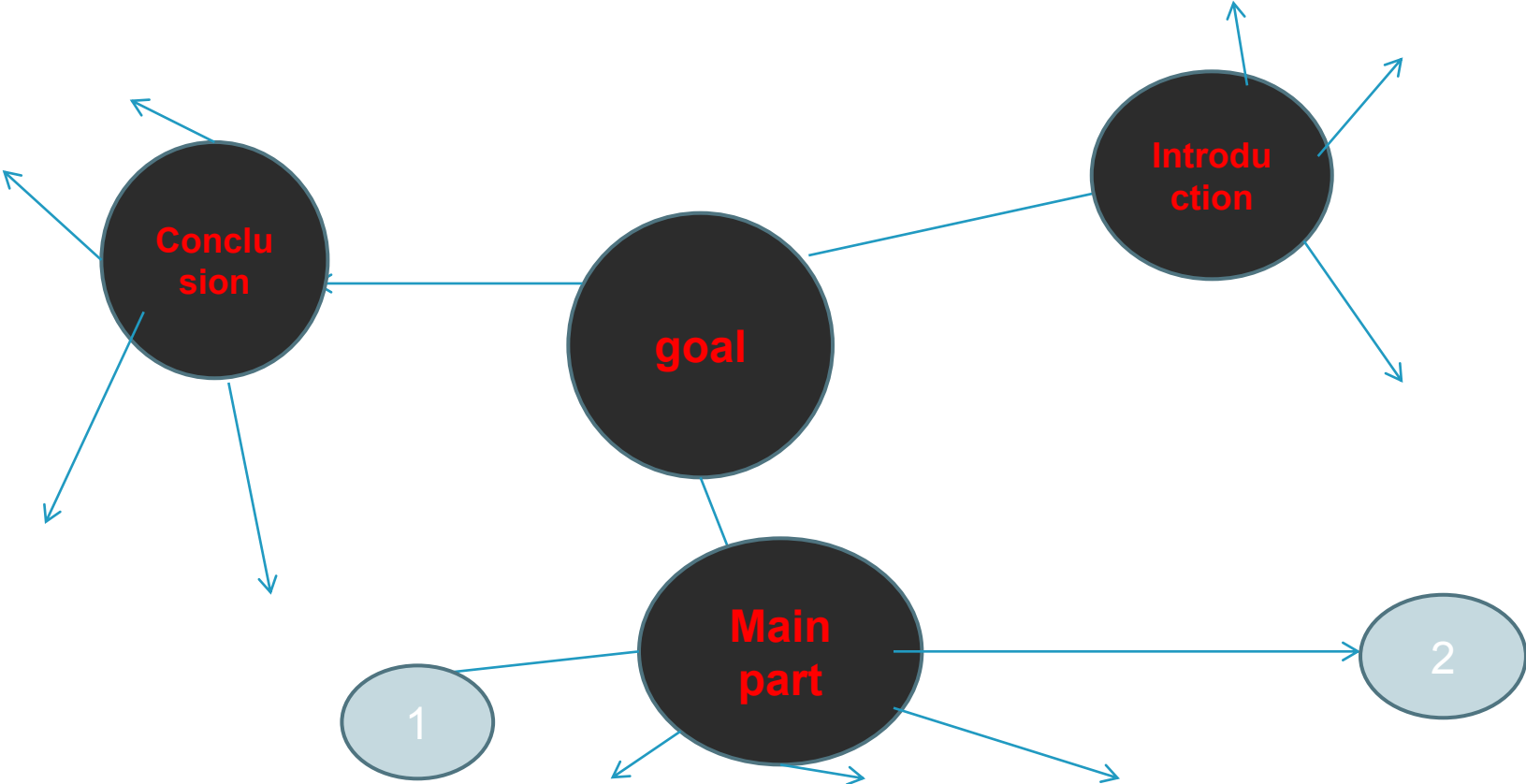
# Preparation

- ◎ **Goal** – to present something
- ◎ to persuade someone
- ◎ **Structure**
  - ◎ 1. Introduction – 5%
  - ◎ 2. Main part – 80%
  - ◎ 3. Conclusion – 15%

# The method of mind - mapping

- ◎ Creative approach to presentation
  - bubbles
  - Goal of presentation
  - Parts of presentation

# Mind mapping



# Slides

- ⦿ Key words
- ⦿ Size about 30
- ⦿ 8 lines
- ⦿ 3 colours

# Delivery

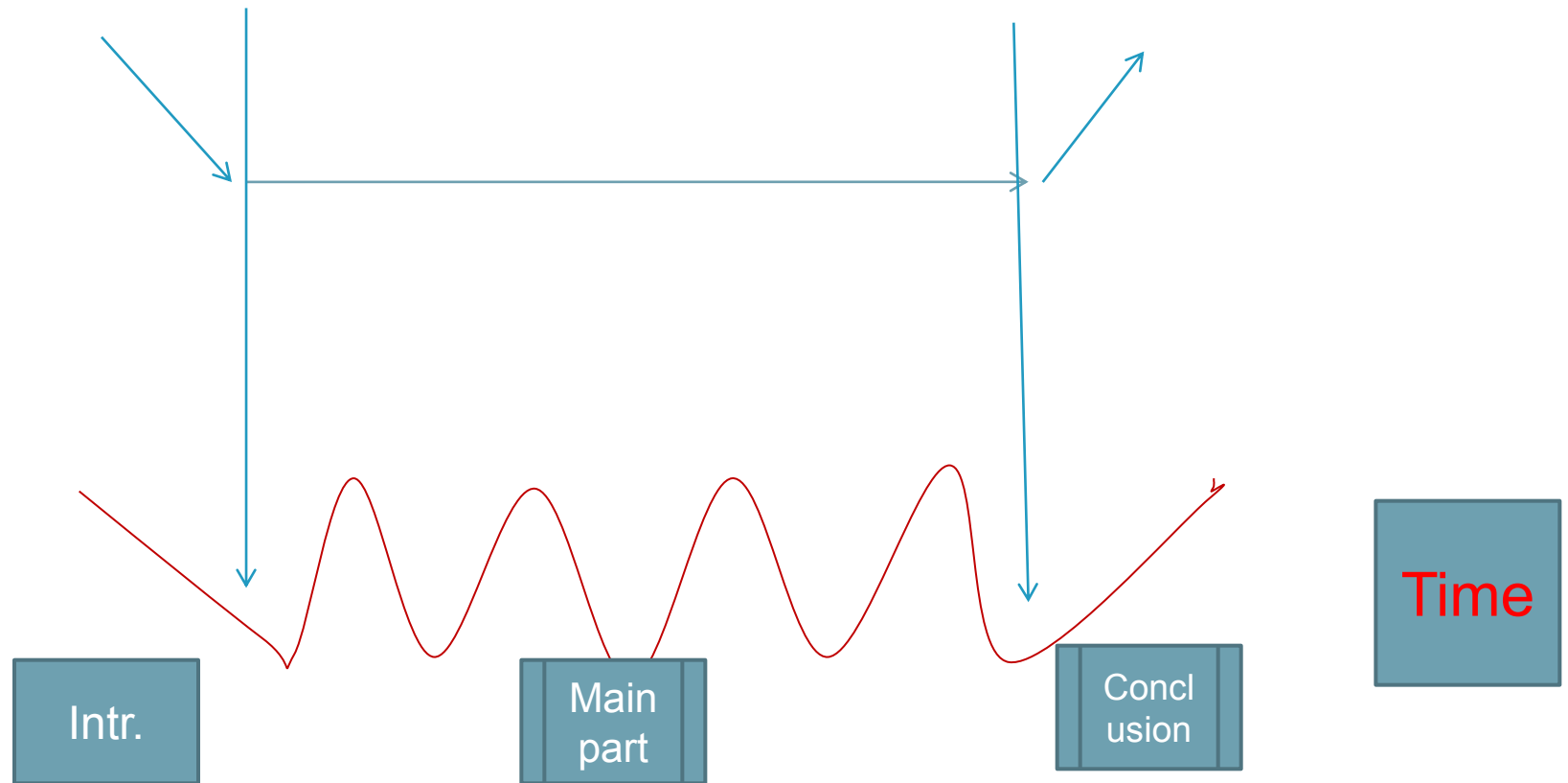
- ◎ Introduction – first impression
- ◎ **NO reading** of the text
- ◎ Notes - admitted
- ◎ Eye contact, smile, gestures

# Attention of listeners

- ⦿ Change of different methods and means
- ⦿ **Kinesics** –gestures
- ⦿ **Voice** - intonation
- ⦿ **Audio-visual aids** –pictures, charts, video
- ⦿ **Interaction**–asking questions, competition, critical incident, case study ,quiz

# Attention - audience

## ⦿ Attention





# Stage fright

- ◎ Form of stress
- ◎ Symptoms—trembling voice, difficulties with swallowing, red face, sweating
- ◎ Extreme situations - fear of public speaking
- ◎ People escape before presentation

# Overcoming stage fright

- ◎ Deep breathing
- ◎ Walking
- ◎ Being aware of how much preparation there was before presentation
- ◎ Associations – pleasant experiences

# Conclusion

- ⦿ Audience remember conclusion most of all the parts
- ⦿ Summary of the most important ideas and their evaluation
- ⦿ Optimistic points

# Discussion

- ⦿ Short break – the audience – time to prepare questions
- ⦿ No questions – *I am often asked....*
- ⦿ Questions – paraphrased, eye contact
- ⦿ The speaker doesn't know the answer – offer to find out later

# Difficult questions

- ⦿ Long questions – interrupting and checking
- ⦿ *Do you mean ...?*
- ⦿ 2 or 3 questions in one - -using flipchart-  
answering one question after another
- ⦿ Stupid questions- being tactful

# How to react to interrupting

- ⦿ Setting rules – no phones and computers
- ⦿ stop talking and look at the interrupting people or
- ⦿ ask them to share information with the rest of audience