

PRESENTATION IN ENGLISH

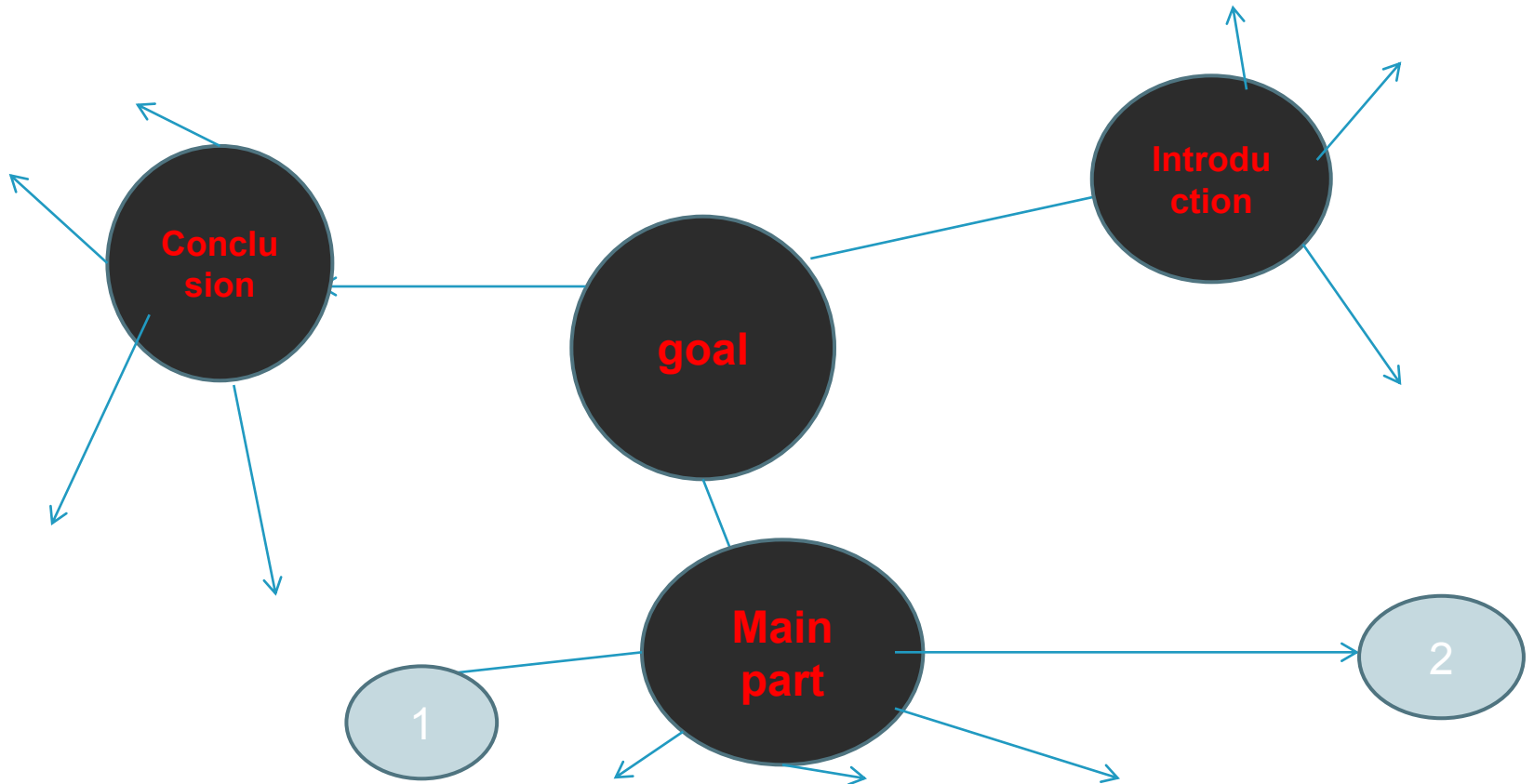
Preparation

- ◎ **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

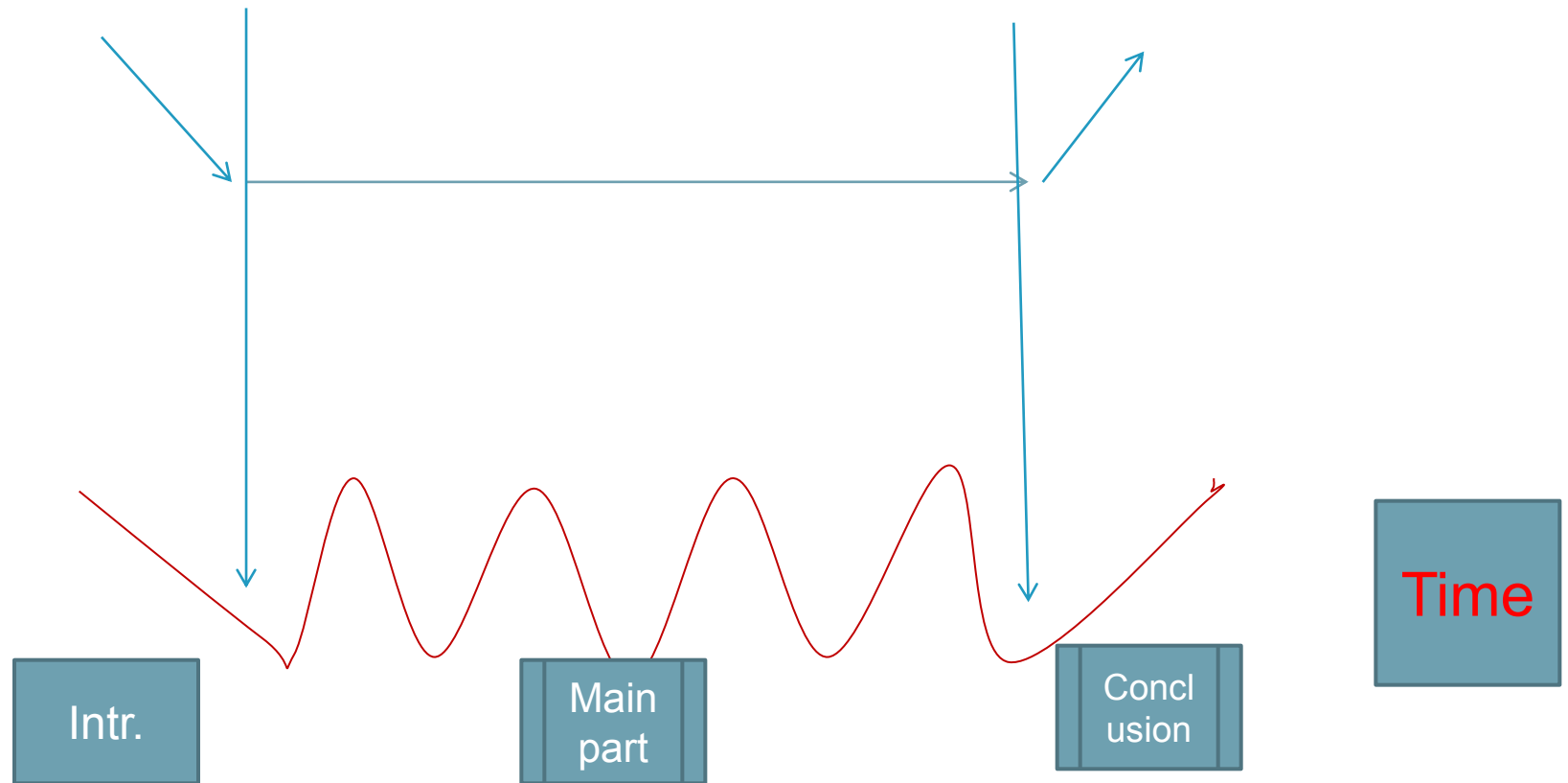
- ◎ Introduction – first impression
- ◎ **NO reading** of the text
- ◎ Notes - admitted
- ◎ Eye contact, smile, gestures

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

Recommendations

- ① Deliver your presentation to your good friend for the first time 
- ① valuable remarks

- ① Present in front of the mirror – nonverbal signals