

CONTENTS

INTRODUCTION..... 3

1. WHAT MAKES A GOOD PRESENTATION..... 5

2. GETTING ORGANIZED 7

3. PLANNING AND PREPARING A PRESENTATION 8

4. PRACTISING YOUR PRESENTATION 11

5. PRESENTATION STYLES 12

6. PRESENTATION STRUCTURE – DELIVERY FOCUS..... 15

7. PRESENTATION STRUCTURE – LANGUAGE FOCUS..... 18

8. LANGUAGE OF PRESENTATIONS - PRACTICE..... 20

9. THE USE OF VISUALS – THE POWER POINT 22

10. GRAPHS AND CHARTS..... 26

11. NON-VERBAL COMMUNICATION: BODY LANGUAGE 29

12. ANALYZING FEAR OF PUBLIC SPEAKING 34

13. HOW TO PRESENT YOURSELF AT AN INTERVIEW 40

14. LANGUAGE BANK 45

15. EXERCISES..... 51

16. CHECKLIST FOR ORAL PRESENTATIONS 59

REFERENCES..... 62

INTRODUCTION

Presentation skills are integral part of professional competence of workers in any sector: in industry, business, or education. They are important as people have to communicate their ideas, present their products, companies, projects or themselves.

This textbook is designed for university teachers, students, and research workers whose level of English is intermediate to advanced, and who want to develop their oral presentation skills. It gives them opportunity to improve their knowledge of English and general communication skills, which are necessary for effective teaching, international conference participations or meetings and dealings with foreign partners.

The aims of this publication are:

- to familiarize learners with presentation skills in English,
- to develop and practice the necessary communication skills,
- to develop and practice the necessary language,
- to help learners overcome the difficulties and gain confidence when making presentations,
- to increase knowledge and awareness of effective methods for controlling anxiety before and during the presentation.

We hope that by the end of the course with the use of this teaching material, the learners will be able to:

- apply the essential characteristics of an effective presentation,
- identify the important stages of an oral presentation,
- give a short presentation,
- prepare a presentation which focuses on their professional fields or needs,
- give feedback and evaluate presentations,
- be more confident when giving presentations,
- use appropriate language and presentation strategies.