

SECTION 4 Questions 31–40

Complete the notes below.

Write **NO MORE THAN TWO WORDS** for each answer.

Preparing and Giving a Presentation

Initial thoughts

Most important consideration: your audience

Three points to bear in mind:

- what they need to know
- how **31** they will be
- how big the audience will be

Structure

Start with information that makes the audience **32**

End with **33**

Design

The presentation needs to be **34**

Vary content by using a mix of words and **35**

Presenting

Look at the audience, be enthusiastic and energetic

Voice – vary speed and **36**

Occasionally add **37** for greater impact

Do not use **38** (e.g. *appears*, *seems*)

Questions and Interruptions

When asked a question, first of all you should **39**

Minimise interruptions by **40** them