Appendix B Preparing for a Presentation



1.	**flip chart**	фліпчарт
2.	**stand/tripod**	тринога
3.	**pie chart**	кругова діаграма
4.	**table**	таблиця
5.	**microphone**	мікрофон
6.	**speaker/presenter**	доповідач
7.	**remote control**	пульт
8.	**laser pointer**	лазерна указка
9.	**loudspeaker**	гучномовець
10.	**(pull-down) screen**	підвісний екран
11.	**slide**	слайд
12.	**graph**	діаграма
13.	**podium**	трибуна
14.	**participant**	учасник зборів
15.	**refreshments**	напої і легка закуска
16.	**(data) projector**	проектор
17.	**extension cord**	шнур
18.	**socket**	розетка
19.	**handout(s)**	роздавальний матеріал
20.	**mobile phone, cell phone**	мобільний телефон

A presentatoin

Use the words from the list to complete the text.

Andrea Alberts is a bit nervous because she'll be the first **a)** _____ at the meeting, so she checks that she has everything she needs. Her presentation is on her laptop, which will be connected to a **b)** _____ at the centre of the room. This allows her to show her presentation on the **c)** _____ at the front wall. She'll use a **d)** ____ to switch from one Powerpoint **e)** _____ to the next. By speaking into a **f)** _____, she can be sure everyone will be able to hear her, and a set of external **g)** _____ will carry the sound to the back of the room. In case her computer should fail, Andrea has set up a **h)** _____ in the corner. On it, she has the main elements of her talk; the product names are arranged in a **i)** _____ and the market share is illustrated with a **j)** _____. She'll also distribute the information in her presentation on a three-page **k)** _____.

LIVEWORKSHEETS