14 Presentations and Communication

handout
visual aid
presentation
note card

To:	r.nielson@compspecs.com
From:	k.fielding@compspecs.com
Subject:	Your Presentation

Hi Robert,

I was impressed with your software development plan. However, we need to **review** your **presentation** this morning. Some directors were confused about the plan.

Your **body language** did not demonstrate confidence. Stand up straight, but stay comfortable and relaxed. I was glad that you used **note cards**. Unfortunately, you looked at them too much. It prevented you from making **eye contact** with the audience. Also, **project** your voice. Your audience needs to hear you.

Your audience needed better guidance. **Signpost** often to remind them where you are. And always **summarize** the important points at the end.

Finally, your presentation would be much clearer with **visual aids**. Use **handouts** or posters next time.

I hope this helps.

-Kayla

eye contact
project

Get ready!

1 Before you read the passage, talk about these questions.

1 What are some effective ways to communicate when giving presentations?

2 Why do engineers need good presentation skills?

Reading

2 Read the email. Then, choose the correct answers.

1 What is the main idea of the email?
   A a plan for an upcoming presentation
   B problems with an engineer's communication style
   C concerns about a software development plan
   D ways to improve company policies on sharing ideas

2 Which of the following is NOT suggested in the email?
   A Read note cards more carefully.
   B Remember to look at the audience.
   C Repeat important ideas at the end.
   D Give the audience handouts.

3 According to the email, what shows confidence?
   A using note cards   C summarizing clearly
   B signposting often   D standing up straight

Vocabulary

2 Match the words and phrases (1-5) with the definitions (A-E).

1 __ project   4 __ summarize
2 __ signpost   5 __ body language
3 __ visual aid

A a physical representation to demonstrate ideas in a presentation

B to guide listeners with clear directional wording

C to briefly present the main points of something

D communication that is expressed physically, without words

E to speak loudly so that one's voice is heard at a distance

30

4 Fill in the blanks with the correct words and phrases from the word bank.

WORD BANK

note card   presentation
review   eye contact   handout

1 Each audience member received a full-page _____ listing additional information and references.

2 After the speech, the engineers met to _____ the information in detail.

3 The speaker couldn't remember what to say, so she checked her _____ .

4 The engineer planned a _____ to introduce his new software design.

5 Try to make _____ with as many audience members as possible.

5 🎧 Listen and read the email again. What is a potential problem with using note cards?

Listening

6 🎧 Listen to a conversation between an engineer and a manager. Mark the following statements as true (T) or false (F).

1 __ The man was impressed with the information that the woman presented.

2 __ The woman was too loud during her presentation.

3 __ According to the man, the note cards should contain more detailed information.

7 🎧 Listen again and complete the conversation.

Engineer:	What did you think of my presentation?
Manager:	I **1** _____ your ideas. But you need to work on your presentation skills.
Engineer:	What do you mean?
Manager:	For one, the audience **2** _____ towards the back.
Engineer:	Oh, I didn't realize that. So I need to **3** _____ next time.
Manager:	Exactly. And let's work on using fewer **4** _____ next time.
Engineer:	Why? What's **5** _____ them?
Manager:	You looked at them too much. You need to **6** _____ with your audience.
Engineer:	I see. I guess I should practice before my next presentation.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

What did you think of ...
For one ...
Let's work on ...

Student A: You are an engineer. Talk to Student B about:
- the results of your presentation
- problems with your communication style
- how you can improve

Student B: You are a manager. Talk to Student A about the results of his or her presentation.

Writing

9 Use the conversation from Task 8 to complete the presentation feedback form.

Presentation Feedback Form

Presenter: _____

Please rate the presentation between **1 (low)** and **5 (high)**: **1 2 3 4 5**

What did the presenter do well?

I liked that the presenter _____ because _____ .

How could the presenter improve?

Next time, the presenter should _____ because _____ .