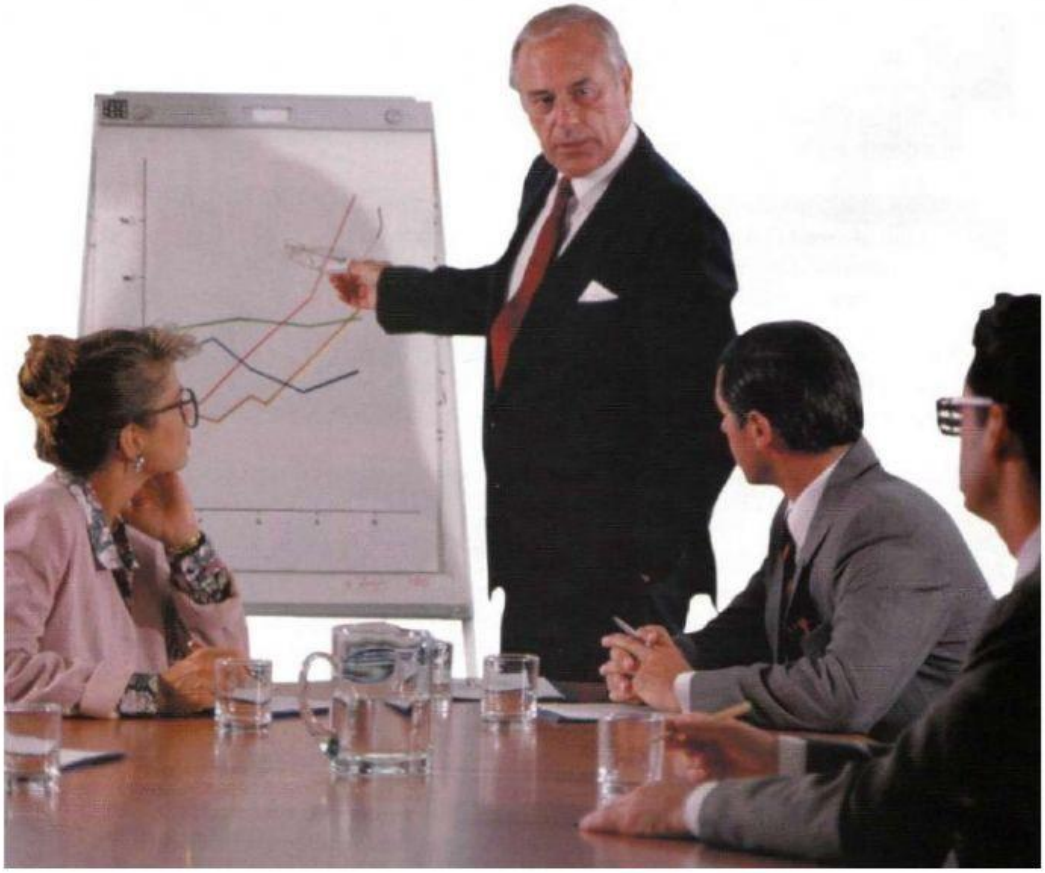
PLANNING AND GETTING STARTED



Presentation technique and preparation

1. **Look at the photo. Discuss or make notes on the characteristics of a good presentation. Think about both the content and the way the speaker presents information.**



LIVEWORKSHEETS

2. Fill the blanks with these words.

Power-point	Slides	Overhead transparency	Flip chart	Board	Projector



a) _____



b) _____



c) _____



d) _____



e) _____



f) _____

3. Do you use any of these resources for your presentations? Which others do you use?

4. Match the words with their meanings.

1) Stick to	**a. A general explanation of something**
2) Overview of	**b. Visual representations.**
3) Outcome	**c. Meeting of two people.**
4) Outline	**d. Summary**
5) Portray	**e. A result or effect of an action, situation, etc.**
6) Graphs and tables	**f. Make an impression**
7) One-on-ones	**g. Represent**
8) Comes across	**h. Limit oneself to**

LIVEWORKSHEETS

5. The text below contains several recommendations for giving effective presentations. Scan the text to match the seven points below to the right paragraph, a-g.

1) Choose visuals to support the presentation.
2) Have a simple, clear structure.
3) Show enthusiasm.
4) Use Power-Point.
5) Making informal presentations.
6) Consider the audience.
7) Dealing with nerves.

Recommendations for presentations by Luis E. Lamela

a) The key to a successful oral presentation is to keep things simple. I **try to stick to** three points. I **give an overview of** the points, present them to the audience, and **summarize** them at the end. ☐

b) My purpose or desired **outcome**, the type of audience, and the message dictate the formality of the presentation, the kind of visuals, the number of anecdotes, and the jokes or examples that I use. Most of my presentations are designed to sell, to explain, or to motivate. When I plan the presentation, I think about the audience. Are they professionals or non-professionals? Purchasers or sellers? Providers or users? Internal or external? My purpose and the audience mix determine the tone and focus of the presentation. ☐

c) When I make a presentation, I use the visuals as the **outline**. I will not use notes. I like to select the kind of visual that not only best supports the message but also best fits the audience and the physical location. Power-Point, slides, overhead transparencies, and flip charts are the four main kinds of visuals I use. ☐

d) Power-Point and slide presentations work well when I am selling a product or an idea to large groups (15 people or more). In this format, I like to use examples and **graphs and tables** to support my message in a general way. ☐

e) In small presentations, including **one-on-ones** and presentations where the audience is part of the actual process, I like transparencies or flip charts. They allow me to be more informal. ☐

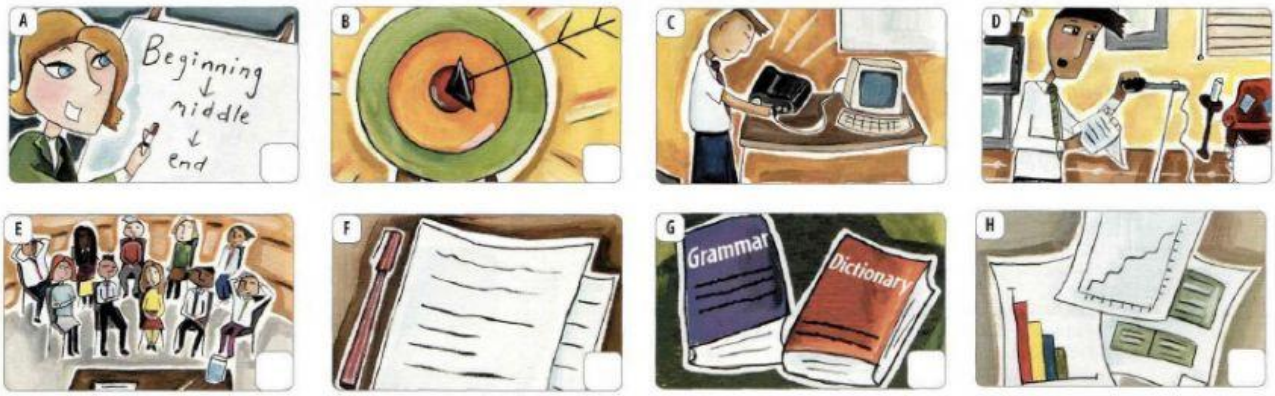
f) I get very, very nervous when I speak in public. I handle my nervousness by just trying to look as if, instead of talking to so many people, I'm walking in and talking to a single person. I don't like to speak behind lecterns. Instead, I like to get out and just be open and **portray** that openness: "I'm here to tell you a story." ☐

g) I try very hard for people to enjoy my presentations by showing enthusiasm on the subject and by being sincere. I try not to use a hard sell - I just try to report or to explain - and I think that **comes across**. In addition, it helps that I am speaking about something that I very strongly believe in and something that I really, really enjoy doing. ☐

6. What advice from Luis E. Lamela do you think is the most important? What are the key considerations involved in preparing presentation?

LIVEWORKSHEETS

7. **Listen to a group of management trainees talking about the preparation of presentations. They mention eight key areas, each represented by one of the pictures below. Number the pictures in the order in which they are mentioned.**



8. **Discussion: Comment on any of the points mentioned in the discussion you have heard. Which do you think are the most important? Do you feel it is necessary to write out a presentation?**

LIVEWORKSHEETS