

## Get ready!

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

- 1 What do you think is the most difficult part of giving a presentation?
- 2 What makes a presentation great? What makes a presentation bad?

## memo

Dear Team,

As you know, you are all making presentations for potential new investors next week. Please take the time to review the following guidelines - we need these presentations to be organized, accurate and professional.

- Start by **introducing** yourself and your subject. **Outline** the different sections of your presentation.
- When you finish a **section**, **summarize** it. Make it clear that you are **moving on** to a new section.
- Use **diagrams** where possible. You can show these on **handouts** or on **slides**. Refer to them in the presentation using phrases such as "As you can see in the diagram..."
- At the end, tell the **audience** you're finished and invite them to ask questions.
- Don't read your presentation from your **notes**. You need to maintain **eye contact** with the audience.
- **Prepare** and practice with your co-workers! Make helpful suggestions to each other before the big day.

Good luck!

Janice

## Listening

## 5 Listen to a conversation between two co-workers. Check (✓) the parts of the man's presentation that need improvement.

1 <input type="checkbox"/> the introduction	4 <input type="checkbox"/> the diagrams
2 <input type="checkbox"/> eye contact	5 <input type="checkbox"/> the outline
3 <input type="checkbox"/> moving between sections	

## Reading

## 2 Listen and read the memo about an upcoming presentation. Then, mark the following statements as true (T) or false (F). How should someone make a presentation?

- 1  The presentations will update current investors about profits.
- 2  The manager directs the team to provide several summaries.
- 3  Presenters should refer to notes often to guarantee accurate information.

## Vocabulary

## 3 Match the words (1-6) with the definitions (A-F).

1 <input type="checkbox"/> introduce	4 <input type="checkbox"/> summarize
2 <input type="checkbox"/> outline	5 <input type="checkbox"/> move on
3 <input type="checkbox"/> eye contact	6 <input type="checkbox"/> prepare

- A to change to a different topic
- B to repeat the most important points or facts
- C to get ready
- D to tell someone a person's name when they meet
- E to give the main ideas without all the details
- F the act of looking someone else in the eyes

## 6 Listen again and complete the conversation.

Employee 2: It was good. I liked how you 1 \_\_\_\_\_. And you 2 \_\_\_\_\_ the different sections of the presentation well.

Employee 1: Thanks. Any other strengths?

Employee 2: You maintained 3 \_\_\_\_\_. That's very important. But it was difficult to know when you 4 \_\_\_\_\_.

Employee 1: What do you mean?

Employee 2: Well, you never stopped and summarized. For instance, one minute you were talking about first quarter profits, and the next you were onto reducing costs.

Employee 1: I see. So just stop and go over things once in a while?

Employee 2: Exactly. Also, the 5 \_\_\_\_\_ are a little confusing.

Employee 1: Really? How so?

Employee 2: There's just so much information. Maybe you could 6 \_\_\_\_\_ them.