

SPEAKING Organizing a presentation

1 Work in groups and think about presentations you have seen in the past. Discuss these questions: What makes a good presenter? What makes a bad presenter? Use the diagrams to record your ideas.



introduces
himself / herself

A good presenter

arrives late

A bad presenter

2 Look at the quotation below. It is common advice for people learning how to make a good presentation. What do you think it means? Discuss in small groups.

**'Tell them what you are going to tell them. Tell them.
Then tell them what you've told them.'**

3 **Read STUDY SKILL** 2.6 Listen to five excerpts from presentations. Decide if they come from the introduction (I), the main body (B) or the conclusion (C). Write I, B or C next to the numbers.

1 2 3 4 5

4 Match the topics A–E with the presentation structure or headings 1–5.

A How to reduce road accidents

B Education in Japan and France

C Rising sea levels

D Changing methods of communication

E Tea production: from plantation to tea bag

1 past – present – future 4 compare and contrast
2 steps in a process 5 cause and effect
3 problem – solutions

STUDY SKILL Presentations (I) Structure

Normally a presentation will contain:

- an introduction: Tell them what you are going to tell them.
- the body – main content: Tell them what you have to say.
- a conclusion: Tell them what you have told them.

Further divisions in the main body of the presentation can be made depending on the topic. For example, divisions by:

- time (chronology)
- causes and effects
- problems and solutions
- steps in a process

Introducing a presentation

- 1 Discuss the following questions in small groups.
 - 1 What is the main aim of the introduction to a talk or presentation?
 - 2 What information should it include?
- 2 **Read STUDY SKILL** 2.7 Listen to this introduction to a presentation on alternative therapies. As you listen, tick (✓) the sections of the talk that you hear in the table below.

<input type="checkbox"/> Introducing self (or others)	<input type="checkbox"/> Aim / Objective
<input type="checkbox"/> Title of presentation	<input type="checkbox"/> Opinion
<input type="checkbox"/> Definitions	<input type="checkbox"/> Plan
<input type="checkbox"/> Reasons	



STUDY SKILL Presentations (2) Introductions

The introduction to a presentation includes:

- a brief introduction of the presenter.
- an explanation of the title of the presentation.
- definitions of any terms.
- reasons why the topic is important/interesting.
- the aims/objectives.
- the structure or plan of the talk.

- 3 Prepare a short introduction to a presentation on an alternative therapy. Use some of the information you collected in the Research task. Use the headings to plan your introduction. Use expressions from the Language Bank to help you.

LANGUAGE BANK The language of introductions

Introducing self (or others):	<i>I'd like to introduce ...</i> <i>My name is ... / I am a ... / I work for ...</i>
Title:	<i>Today I'm going to talk about ... / I'd like to discuss ...</i>
Definitions:	<i>Let me explain what I mean by ...</i> <i>... is usually defined as ...</i>
Reasons:	<i>... is an important / relevant issue nowadays.</i> <i>Why should we discuss ...? Well, I think ...</i>
Aim / Objective:	<i>My aim is to ... What I want to do is ...</i>
Opinion:	<i>I believe ... / I think ... / In my opinion ...</i>
Plan:	<i>First I'll look at ... Later I plan to ...</i> <i>Finally, I hope to ...</i>
Verbs:	<i>look at, describe, explain, examine, discuss,</i> <i>outline, talk about ...</i>

Title (Explain the title of the talk)
Definition (Explain any terms)
Reasons (Why did you choose this topic?)
Aims / Objectives
(What do you aim to do?)
Plan (What is the structure of the talk?)

- 4 Give your introduction to the class.
- 5 Briefly discuss the presentations. Did students cover the main points in their introductions? Were the introductions successful? Were you interested? Did you want to find out more about the topic?