TASK 1

1. Connect right terms to their meanings

to aim	to take smth. that is offered
to accept	to intend or plan to do smth.
to allocate	to tease smb. by letting the person see, but not have, smth. that is desirable
to convince	to state that smth. is better, worse, larger, more common, or more important than is true or usual
to exaggerate	to persuade smb. to believe or do smth.
to tantalize	to give smth. to or set smth. aside for a person or purpose
to gain	to persuade or influence smb. to believe or do smth.
to sway	to obtain smth. or the benefit of smth. through effort or skill

2. Write out extra words

1. make available, withdraw, deliver, provide, offer, arrange for, run, be responsible for, afford (formal);
2. persuade, encourage, coax, influence, convince, dissuade, sway, plead with, induce, prevail upon, motivate;
3. include, involve, contain, take in, exclude, comprise, consist of, encompass;
4. offer, propose, withdraw, pose, suggest, recommend, put forward, propound, submit, extend, advance, move;
5. digest, assimilate, absorb, take in, ignore, take on board, grasp, process;

3. Fill in the gaps with prepositions by, of, in, for, up, with

1. PowerPoint presentations usually begin … a title slide that may contain the name or the topic … the presentation and sometimes will contain the name(s) … the presenter(s).
2. The title slide is followed … content slides that contain information usually … the form … text (often … the form … a bulleted list and sometimes graphics.
3. Examples … graphics that may be contained … a PowerPoint presentation include charts, graphs, diagrams, screenshots, photos, movies and animations.
4. A final slide or group … slides is sometimes included to wrap the presentation, … example "Conclusions," "References" or a slide … the text "Questions?".

4. Type in missing letters

The no…mal method of making a p…esentation is to sav… it as a Powe…point file. A Powe…point file can be vie…ed on any mac…ine with Powe…point o… a Powe…point reade… applica…ion. The presenta…ion advan…es to the next slid… ever… tim… the spac… bar… or mous… button is pus…ed. Alternativel…, the slid…s can be mad… to advan…e a…tomatically. This is the m…st widel… used presenta…ion fo…mat fo… Powe…point.

5. Guess the missing word

1. to emphasize something; to draw attention to something, or make something particularly prominent or noticeable – _______________
2. to manage to do what is planned or attempted; to realize a goal; to do well in activity – _______________
3. to declare something officially; to express something in spoken or written words – _______________
4. to wait for, or look forward to, something that is believed to be going to happen or arrive - _____________
5. to give the main points of an argument or plan – _____________
6. to give somebody or something power, permission to do something or be somewhere – _____________
7. to keep away from somebody or something – _____________

TASK 2

1. Write out extra words

1. influence, impression, effect, bearing, power, emphasize control, sway, impact;
2. learn by heart, forget, learn, commit to memory, remember, memorize;
3. dispersed, concentrated, spread, disseminated, distributed, circulated, scattered;
4. decide, reach agreement, disagree, come to an agreement, come to an understanding, settle, reach a decision, approve;
5. end, close, finish, start, terminate, conclude, finish off, wrap up, call a halt;
6. respect, bear in mind, take into consideration, disregard, count, consider;
7. classify, recognize, find, categorize, detect, neglect, ascertain (formal), formal, isolate, pinpoint, label, distinguish, characterize, name, identify.

2. Connect right terms to their meanings

to remedy	to continue with a course or action
to emphasize	to reduce the quality, value, or importance of smth by taking smth. away from it
to correspond	to reach or extend over or across smth.
to proceed	to put smth. right
to apply	to be similar or equivalent
to span	to make use of smth. to achieve a result
to detract	to stress or give importance to smth.

3. Fill in the gaps with prepositions of, in, on, to, about, with, for, from

1. When Greek and Roman rhetorical scholars developed the fourth canon … rhetoric, delivery, they studied oral delivery using the voice and body.
2. … the early Middle Ages, rhetoric expanded to include written as well as oral discourse, but the primary focus was still … the content … the message rather than the physical appearance … the document. Certainly, the scribes that created illuminated manuscripts … this era took great care … the appearance … these texts, but their labors were far too specialized … the average writer.
3. … the development … moveable type printing … the Renaissance, the art … graphic design became more common, but was still the province … professionals.
4. The last century brought sweeping changes … graphic design, making sophisticated design tools far more common. Probably the most significant jump came … the 1980s when Apple computer developed WYSIWIG word processing and an inexpensive laser printer that could print virtually any font … any size.
5. … desktop publishing, the art … graphic design finally came … the common person … a new spectrum … choices before reserved … skilled artists. The rub, however, is that these choices could detract … a message even more easily than they could enhance it. Just as early students … rhetoric learned how to make careful choices … invention, arrangement and style, rhetors … this century must also make careful choices … the physical design … their message.

4. Type in missing letters

A pre…entation should be a continuou… stor… with se…mless tran…itions and a smo…th flow. What we of…en get is cor…esponding sl…des that have no con…ection to the previo…s or fol…owing sl…de and a prese…tation that is dif…icult to fol…ow.

To rem…dy this there is a lit…le tri…k you can use with a pen and pa…er. Dr…w a line hori…ontally acro…s the paper and cre…te a tim…line. Then ad… the points you want to put into your pre…entation at the vario…s points along the line. This way you will cr…ate some contin…ity. Anot…er way to do this is to wr…te out your poi…ts on to sma…l post-it's and pla…e them along the tim…line. This way it will be eas…er to move points aro…nd.

What you are doing is cre…ting a smo…th stor…line. One where the flow of your presenta…ion runs logica…ly. This met…od also helps you to prepa…e bet…er. One problem presente…s face is tr…ing to memori…e their 'script'. For presenta…ions that last more th…n five or ten min…tes this is extreme…ly dif…icult to do. When you cre…te a logical…y flowing presen…ation the proce…s of preparing and get…ing your words as…embled in your head bec…me much eas…er.

So next time you are prep…ring a present…tion, do not think each ind…vidual slide rep…esents one po…nt, think about your whole sl…de de…k as one contin…ous story and prep…re your 'story' with a pen and pi…ce of paper.

5. Match the questions with the answers

1.	What is the assigned task?		The style of presentation may differ depending on your purpose. Is the intention to:present information to inform the audience; stimulate discussion; persuade the audience of the value of a particular idea, point of view or course of action entertain.
2.	What are you required to achieve? Is your talk intended as a stand-alone exercise or as part of a wider program involving a number of speakers?		Ensure that you understand the assignment topic and have access to a suitable range of relevant references to support your background reading. Remember that if you are required to field questions from the audience as part of the presentation then you will need to have an understanding of the broad range of issues associated with your talk. Ensure that the scope of the talk is clearly defined.
3.	Who is your audience?		Collect information about the venue such as its size and layout, and the facilities that will be available to you to enable you to adequately plan for your talk. Clearly there is little point preparing visual aids based on computer-based applications if these applications are not available to you at the venue; while a particularly large venue to a large crowd of people may preclude the use of some types of visual aid (such as whiteboard sketches or hard copy maps) if it is likely that these will not be visible to people at the back of the room. The size and acoustics of the room may also be important.
4.	What is the venue for the presentation?		You will need to target your presentation to suit your particular audience. This means that you will need to analyze your audience.

TASK 3

1. Write out extra words

1. debut, launch, introduction, unveiling, disclosure, presentation, appearance, image, display, visual(s), rehearsal, performance, demonstration, production;
2. engage, hold, keep, absorb, repel, charm, attract, draw;
3. respond, react, act in response, ignore, take action, counter, act, act on;
4. signpost, flag, mark, conceal, indicate, label, designate, point out;
5. select, choice, top quality, first-rate, inferior, first-class, excellent, handpicked;
6. rehearsal, practice, preparation, performance, trial, run through, dummy run.

2. Connect right terms to their meanings

to adapt	to give a talk to the audience; to carry smth. to smb.
to deliver	to change smth. to suit different conditions or purpose
to create	having knowledge of smth. from having observed it or been told about it
to maintain	to give details about smth.
aware	to bring something into existence
to link	to obtain the benefit of smth. through effort or skill
to explain	to ensure that a website, a piece of software, or smth. similar is kept up-to-date and in good order for the benefit of users
to gain	to connect, join, or associate smb. or smth. with another

3. Fill in the gaps with preposition with, across, for, into, at, along about.

A presentation should be a continuous story … seamless transitions and a smooth flow. What we often get is corresponding slides that have no connection to the previous or following slide and a presentation that is difficult to follow.

To remedy this there is a little trick you can use … a pen and paper. Draw a line horizontally … the paper and create a timeline. Then add the points you want to put …your presentation … the various points … the line. This way you will create some continuity. Another way to do this is to write out your points on to small post-it's and place them … the timeline. This way it will be easier to move points around.

What you are doing is creating a smooth storyline. One where the flow … your presentation runs logically. This method also helps you to prepare better. One problem presenters face is trying to memorize their 'script'. … presentations that last more than five or ten minutes this is extremely difficult to do. When you create a logically flowing presentation the process … preparing and getting your words assembled … your head become much easier.

So next time you are preparing a presentation, do not think each individual slide represents one point, think … your whole slide deck as one continuous story and prepare your 'story' … a pen and piece … paper.

4. Put the sentences into the right order

Don't worry if you can't answer a question. If someone asks you a question you cannot immediately answer say that you need a little time to think and that you will get back to them later. Alternatively, say you do not know and ask the audience if anyone else can answer it.

Anticipate questions. Think about the questions your audience will be likely to ask and how you will respond.

Also, avoid making them so vague as to make discussion very difficult or so specific as to halt rather than trigger discussion.

Prepare a few discussion points. Try to make sure that these discussion points do not require too much prior knowledge.

5. Guess the word (prevent, establish, achieve, succeed, comprehend, require)

1. to see, read, or hear smth. and understand it fully – __________
2. to win or to be successful, especially in spite of obstacles – _____________
3. to cause smth. to be recognized; to place smth. permanently – ________
4. to accomplish a task, especially one requiring care or skill – _________
5. to succeed in preventing or avoiding something by acting in advance – ______
6. to be in need of smth. or smb. for a purpose – ________________

LIVEWORKSHEETS