

**Task 1. Match the tips 1-6 to overcome your nervousness with their explanations (1-6).**

1. Prepare, Prepare, Prepare	a) This slower pace will calm you down, and it will also make you easier to hear, especially at the back of a large room.
2. Structure Your Presentation	b) Prepare responses to anticipated questions. Try to think like that one person in the front row who always tries to trip the presenter up.
3. Practice, Practice, Practice	c) It also helps with voice quivers, which can occur when your breathing is irregular.
4. Practice deep breathing.	d) This will expend some of your nervous energy.
5. Speak more slowly than you would in a conversation,	e) If you're using slides, use these key phrases in your transitions.
6. Move around during your presentation.	f) Try filming yourself. You'll discover what you look and sound like to others, and then you can make a plan to change the things that need changing.

**Task 2. Watch the video and decide whether the statements are TRUE or FALSE.**

1. People are not nervous when they give a presentation. TRUE FALSE
2. Being fully prepared can help reduce nervousness. TRUE FALSE
3. Drinking coffee before a presentation can help reduce nervousness. TRUE FALSE
4. Lack of preparation can cause nervousness. TRUE FALSE
5. Getting enough sleep and eating a good breakfast can help reduce nervousness.  
TRUE FALSE
6. Giving a presentation is not an opportunity to demonstrate your potential.  
TRUE FALSE
7. Nervousness can be approached as excitement. TRUE FALSE
8. Being nervous during a presentation can make it more effective. TRUE FALSE
9. You should not try to reduce nervousness before giving a presentation. TRUE FALSE
10. You should not drink anything before giving a presentation. TRUE FALSE

**Task 3. Fill in the gaps with the words you have heard from the video.**

1. A lot of times nervousness comes because we're not \_\_\_\_\_ prepared.
2. The other thing about nervousness and how to \_\_\_\_\_ that nervousness is to \_\_\_\_\_ what exactly it is that you're doing up there when you give that presentation.
3. ....it will make your presentation actually not as effective because you might find that your voice is \_\_\_\_\_ up and your hands shake and you can't really \_\_\_\_\_ as well because your body is just not under control
4. I can use this as a way to do something to \_\_\_\_\_ people, to \_\_\_\_\_ my career level or something, or to get a good grade in school that will help me with something else that I want to accomplish in life.
5. So instead of saying that you're nervous and \_\_\_\_\_, take that nervous energy and say, yeah, I'm \_\_\_\_\_ about doing this because this is something that's going to be really great for me.

**Task 4. Read the text and complete the sentences (1-8) below. Choose NO MORE THAN TWO WORDS from the text for each answer**

**Tips for giving an effective business presentation**

**Preparation:** Get someone else to evaluate your performance and highlight your best skills. For example, go through your presentation in front of a colleague or relative. Think about who your audience is and what you want them to get out of the presentation. Think about content and style.

Go into the presentation room and try out any moves you may have to make, e.g. getting up from your chair and moving to the podium. Errors in the first 20 seconds can be very disorientating.

Familiarise yourself with the electronic equipment before the presentation and also have a backup plan in mind, should there be an unexpected problem like a power cut.

**Dealing with presentation nervousness:** A certain amount of nervousness is vital for a good presentation. The added adrenaline will keep your faculties sharp and give your presentation skills extra force. This can, however, result in tension in the upper chest. Concentrate on your breathing. Slow it right down and this will relax you. Strangely, having something to pick up and put down tends to help you do this.



It may seem an odd idea, but we seem to feel calmer when we engage in what's referred to as a displacement activity, like clicking a pen or fiddling with jewellery. A limited amount of this will not be too obvious and can make you feel more secure at the start.

**Interacting with your audience:** Think of your presentation as a conversation with your audience. They may not actually say anything, but make them feel consulted, questioned, challenged, then they will stay awake and attentive.

Engage with your present audience, not the one you have prepared for. Keep looking for reactions to your ideas and respond to them. If your audience doesn't appear to be following you, find another way to get your ideas across. If you don't interact, you might as well send a video recording of your presentation instead!

**Structuring effective presentations:** Effective presentations are full of examples. These help your listeners to see more clearly what you mean. It's quicker and more colourful. Stick to the point using three or four main ideas. For any subsidiary information that you cannot present in 20 minutes, try another medium, such as handouts.

End as if your presentation has gone well. Do this even if you feel you've presented badly. And anyway a good finish will get you some applause – and you deserve it!

1. Practising your presentation on a ..... or a family member is helpful.
2. Be prepared for a problem such as a .....
3. One way to overcome pre-presentation nerves is to make your ..... less rapid.
4. It is acceptable to do something called a ..... at the start of the presentation to reassure you.
5. Your presentation should be like a ..... with the people who have come to hear you.
6. Check constantly for ..... to the points you are making
7. Make sure you use plenty of ..... to communicate your message effectively.
8. To keep the presentation short, use things like ..... to provide extra details.