

Name: _____ Name: _____

M6 “True or False? Tips for the whole Presentation process!”

Instructions:

Work in pairs. Read each tip carefully and decide:

☒ = good advice ☒ = bad advice

Later, we will check answers as a class. Who will get the top score?

Presentation Tips

1. ____ Brainstorming ideas with a partner can help you see your topic from new angles.
2. ____ You should only write good ideas down during the brainstorming stage.
3. ____ It's a good idea to write down a description of your audience's knowledge and interests and an aim before you edit your ideas down.
4. ____ Editing your ideas down by crossing off the worst ideas and circling the best content on the mind map works well.
5. ____ Make sure you keep the audience in mind when editing your ideas down, especially what they will already know about the topic, what they will want to know about the topic, and what you can realistically achieve by telling them about that topic
6. ____ Researching your topic in both English and Thai can give you a deeper understanding.
7. ____ Avoid over-researching — You might confuse your main idea.
8. ____ Organizing your ideas into 3–4 key sections keeps your speech focused.
9. ____ It's a good idea to write every word of your speech in your outline to keep your presentation sounding natural.
10. ____ Bullet points are clearer for note-taking than long sentences.
11. ____ You should write your outline in note form (avoiding full sentences, taking out all unnecessary grammar words, highlighting things you will need to look at when you say them like quotes and statistics, etc).
12. ____ You can add notes to your PowerPoint slides, and then you can print them out and practice speaking with those.
13. ____ Adding visuals should always come *after* you've finished your outline.
14. ____ The more animation you add to slides, the more professional it looks.

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Presentation Tips

15. ____ Simple slide designs usually help your audience focus on you, whereas highly elaborate designs put the focus on your slides.
16. ____ Colorful slides automatically make your presentation more interesting.
17. ____ Practicing in front of a friend is better than only reading silently.
18. ____ You should memorize your entire speech word for word, so that you will feel more confident and know what you need to say.
19. ____ Recording yourself can help you notice weak parts in your delivery, especially if you don't someone to practice presenting to.
20. ____ Practicing too often will make your presentation sound robotic.
21. ____ Timing each part of your talk helps you stay within limits.
22. ____ It's okay to apologize if you are nervous, but you should never apologise if you make a mistake.
23. ____ Using linking phrases like "*Now let's move to...*" helps your audience follow.
24. ____ Moving around the stage and using hand gestures can make your talk more dynamic.
25. ____ Speaking fluently, leaving no long pauses shows confidence and energy.
26. ____ It's okay to read directly from your slides if you forget something.
27. ____ Always end with a strong message or call to action.
28. ____ You don't need to check spelling or visuals once your slides look "good enough."
29. ____ Practicing Q&A questions can help you feel more confident in the real session.
30. ____ Using advanced technical words makes your speech sound more academic, you look more professional, and your audience become more engaged.

Your score out of 30
