

Job Hunting

Task 1. Match the words to their definitions

1) flip chart	a) reaction of people on the quality of a presentation;
2) whiteboard	b) a person who delivers a presentation;
3) presenter	c) a device that shows an enlarged image onto a wall above and behind the person who uses it;
4) audience	d) a white surface that is used for writing on it during classes, presentations etc.;
5) feedback	e) paper materials that contain important points of a presentation or lesson materials and are given to the audience or students;
6) AV aids	f) a place where organized meetings e.g. conferences and presentations are held;
7) projector	g) a big pad that has many sheets of paper and is attached to a stand. It is used to present reports, data, etc.;
8) venue	h) devices that help visualize verbal information;
9) handout(s)	i) a group of listeners or spectators at a public event;

Task 2. Fill the gaps in the sentences with words and phrases.

◦ handouts feedback audience ◦ objectives ◦ failed ◦ AV aids ◦ whiteboard ◦ appropriate ◦

1. I felt really nervous, because there were over a hundred people in the _____.
2. At the start of your presentation, explain your _____, so people know why you are talking to them.
3. Using _____ will make your presentation more interesting and animated.
4. At our English classes we use not only books, the teacher also brings a lot of his own _____.
5. While making his presentation the manager drew some charts and figures on the _____ with a marker.
6. Knowing your audience will help you choose material that is _____ for their interests.
7. They _____ their business project, because they didn't pay attention to changes on the market.
8. If you want to know if your presentation was interesting, ask the audience for their _____.

Task 3. Read the text below and choose the best option from: A, B, C, or D.

DISASTER PRESENTATION

Last year I 1) _____ to give a talk to some students at Imperial College in London. It's the science and technology department of London University, so I didn't think there 2) _____ any problems with the equipment. I 3) _____ the auditorium before and it was a nice room, good sound and screen, etc. But as soon as I 4) _____ my talk, people started 5) _____ that they couldn't see the slides -there was something wrong with the projector and the screen was too dark. So I started 6) _____

keys on my laptop, and I don't know what I did, but I managed 7) _____ the whole presentation. So there I was with no presentation notes at all, nothing, and I had to improvise from what I 8) _____ remember. It was all very embarrassing.

1	have	had	must	should
2	have been	had	would be	was
3	will see	was seen	have seen	had seen
4	begin	begun	began	beginning
5	complaining	expecting	following	advising
6	touched	touching	moved	moving
7	solving	deleting	to solve	to delete
8	could	can	must	have