SECTION 4 *Questions 31–40*

Complete the notes below.

*Write **NO MORE THAN TWO WORDS** for each answer.*

Preparing and Giving a Presentation

Initial thoughts

Most important consideration: your audience

Three points to bear in mind:

- what they need to know
- how **31** ..... they will be
- how big the audience will be

Structure

Start with information that makes the audience **32** .....

End with **33** .....

Design

The presentation needs to be **34** .....

Vary content by using a mix of words and **35** .....

Presenting

Look at the audience, be enthusiastic and energetic

Voice – vary speed and **36** .....

Occasionally add **37** ..... for greater impact

Do not use **38** ..... (e.g. *appears*, *seems*)

Questions and Interruptions

When asked a question, first of all you should **39** .....

Minimise interruptions by **40** ..... them

LIVEWORKSHEETS

LIVEWORKSHEETS