

Lesson 8C

HOW TO ... | give a presentation

VOCABULARY | presenting

PRONUNCIATION | stressing words in key phrases

VOCABULARY

presenting

1 A Choose the correct options to complete the text.

How to give a great presentation

1 Make a plan

The key to a great ¹talk / **subject matter** is a good plan. Write a clear ²point / **outline** of what you want to say at the beginning, middle and end of your presentation. Think about what the ³presenters / **key points** are and how you'll present them – are you going to use ⁴slides / **arguments** to show the audience information, or will you use stories to ⁵illustrate / **talk** your points?

2 Do research

It's important that you know your ⁶subject matter / **delivery** well – the more you know the more confident you'll feel. Learning some ⁷illustrations / **facts** and figures about your subject can help show the audience that you're an expert in your ⁸matter / **field**.

3 Rehearse

Even experienced ⁹talkers / **presenters** usually practise before they give a talk. Once you know what you want to say, you need to think about how to say it. If your ¹⁰field / **delivery** is bad, you won't ¹¹outline / **engage** the audience and they might not understand your ¹²argue / **argument**.

B Complete the conversation using words from the box.

engage illustration outline points
presenter slides subject talk

A: I'm giving a(n) ¹_____ at work tomorrow and I'm feeling nervous.

B: Why?

A: I'm not a good ²_____. I know my ³_____ matter well, but when I start talking, I forget what I want to say.

B: You should write a(n) ⁴_____ of your presentation and prepare some ⁵_____ with information on them.

How to ...

give a presentation

2 A 8.05 | Listen to four extracts from a presentation. Complete the phrases with words you hear.

Extract 1

1 Can I just get a _____ of hands ...

2 This _____ me to my first point ...

Extract 2

3 Moving on to the next _____ ...

4 _____ now to ...

Extract 3

5 So, just to _____ ...

6 Does anyone have any _____?

Extract 4

7 That's a very good _____.

8 I'm not sure I can _____ that right now.

B 8.05 | Listen again. Match the extracts in Ex 2A (1-4) to the parts of a presentation (a-d).

a going through the main points

b starting a presentation

c dealing with difficult questions

d finishing a presentation

PRONUNCIATION

3 8.06 | stressing words in key phrases | Listen and choose the word with the main stress.

1 brings / first

4 next / point

2 final / point

5 sum / up

3 turning / to

6 just / summarise

SPEAKING

4 A 8.07 | Complete the presentation with the words in the box. Then listen and check.

answer comments final idea moving
next point question speak summarise

A: Today I'm going to ¹_____ about ways we can make ourselves happier. So, to begin with, **can I just get an** ²_____ of how many people want to be happier? Lots of you! **This brings me to my first** ³_____ ...

⁴_____ **on to the next point**, research shows that doing things for others is one of the most important things we can do to make ourselves happy. Like trying to make someone else smile.

Turning now to my ⁵_____ **point ...**

As a ⁶_____ **point**, try to slow down and notice the world around you. Once a day, stop and take five minutes just to breathe and be in the moment.

So, just to ⁷_____, there are lots of things you can do to make yourself happier, but the key to happiness is having a good social network. People who have good relationships with their family, friends and community are happier and live longer than people who don't. **Does anyone have any** ⁸_____ **or questions?**

B: I find it hard not to compare myself to friends. Do you have any advice about that?

A: **That's a very good** ⁹_____. **I'm not sure I have time to** ¹⁰_____ **that right now.** One thing I'd suggest is to ...

B 8.08 | Listen and say the phrases in bold in Ex 4A after the beep. Record yourself if you can.