# Appendix B Preparing for a Presentation



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|---|---|---|
| 1. | **flip chart** | фліпчарт |
| 2. | **stand/tripod** | тринога |
| 3. | **pie chart** | кругова діаграма |
| 4. | **table** | таблиця |
| 5. | **microphone** | мікрофон |
| 6. | **speaker/presenter** | доповідач |
| 7. | **remote control** | пульт |
| 8. | **laser pointer** | лазерна указка |
| 9. | **loudspeaker** | гучномовець |
| 10. | **(pull-down) screen** | підвісний екран |
| 11. | **slide** | слайд |
| 12. | **graph** | діаграма |
| 13. | **podium** | трибуна |
| 14. | **participant** | учасник зборів |
| 15. | **refreshments** | напої і легка закуска |
| 16. | **(data) projector** | проектор |
| 17. | **extension cord** | шнур |
| 18. | **socket** | розетка |
| 19. | **handout(s)** | роздавальний матеріал |
| 20. | **mobile phone, cell phone** | мобільний телефон |

**A presentatoin**

**Use the words from the list to complete the text.**

Andrea Alberts is a bit nervous because she'll be the first **a)** _____ at the meeting, so she checks that she has everything she needs. Her presentation is on her laptop, which will be connected to a **b)** _____ at the centre of the room. This allows her to show her presentation on the **c)** _____ at the front wall. She'll use a **d)** ____ to switch from one Powerpoint **e)** _____ to the next. By speaking into a **f)** _____, she can be sure everyone will be able to hear her, and a set of external **g)** _____ will carry the sound to the back of the room. In case her computer should fail, Andrea has set up a **h)** _____ in the corner. On it, she has the main elements of her talk; the product names are arranged in a **i)** _____ and the market share is illustrated with a **j)** _____. She'll also distribute the information in her presentation on a three-page **k)** _____.

LIVEWORKSHEETS