Classification: Internal

LISTENING PRACTICE 10

Task 1: Listen to a talk about presentation tips and fill in the blanks with NO MORE THAN TWO WORDS

Preparing and Giving a Presentation

Initial thoughts

Most important consideration: your audience

Three points to bear in mind: + What they need to know

+ How (1) _____ they will be

+ How big the audience will be

Structure

Start with information that makes the audience (2) _____

End with (3) _____

Design

The presentation needs to be (4) _____

Vary content by using a mix of words and (5) _____

Task 2: Listen to a talk about presentation tips and fill in the blanks with NO MORE THAN TWO WORDS

Presenting

Look at the audience, be enthusiastic and energetic

Voice - vary speed and (6) _____

Occasionally add (7) _____ for greater impact

Do not use (8) _____ (e.g. appears, seems)

Questions and Interruptions

When asked a question, first of all you should (9) _____ it.

Minimise interruptions by (10) _____ them.

Task 3: Are these sentences true (T) or false (F)

11. They have redesigned an old product.
12. The product is aimed at men and women aged 18-40.
13. The new design means you don't need two hands to use it.
14. There's only one size now. Another one will follow in a few months.
15. They will make a Gantt chart for the project next month.
16. He finished the presentation with enough time to take some questions.

LIVEWORKSHEETS