

Name: _____

The key to a good presentation is to _____¹ as early as possible and to _____² things simple.

_____³ out who your audience is and _____⁴ the main aim of the presentation.

_____⁵ your presentation a few times before the day of the presentation.

_____⁶ the equipment on the day before the presentation if you can.

Don't _____⁷ your presentation word for word, just use your notes.

_____⁸ the audience time to read what's on your slides and

_____⁹ eye contact with them as much as possible.

If you are nervous, _____¹⁰ deeply and try not to speak too fast.

- | | | |
|--------------|------------|------------|
| 1 a prefer | b prepare | c present |
| 2 a keep | b hold | c have |
| 3 a Find | b Look | c Make |
| 4 a give | b keep | c decide |
| 5 a Practice | b Take | c Include |
| 6 a Check | b Check in | c Check up |
| 7 a write | b use | c read |
| 8 a Let | b Give | c Make |
| 9 a give | b keep | c do |
| 10 a breathe | b speak | c rest |