

14 Presentations and Communication



To: r.nielson@compspecs.com
From: k.fielding@compspecs.com
Subject: Your Presentation

Hi Robert,

I was impressed with your software development plan. However, we need to **review** your **presentation** this morning. Some directors were confused about the plan.

Your **body language** did not demonstrate confidence. Stand up straight, but stay comfortable and relaxed. I was glad that you used **note cards**. Unfortunately, you looked at them too much. It prevented you from making **eye contact** with the audience. Also, **project** your voice. Your audience needs to hear you.

Your audience needed better guidance. **Signpost** often to remind them where you are. And always **summarize** the important points at the end.

Finally, your presentation would be much clearer with **visual aids**. Use **handouts** or posters next time.

I hope this helps.

-Kayla



Get ready!

① Before you read the passage, talk about these questions.

- 1 What are some effective ways to communicate when giving presentations?
- 2 Why do engineers need good presentation skills?

Reading

② Read the email. Then, choose the correct answers.

- 1 What is the main idea of the email?
 - A a plan for an upcoming presentation
 - B problems with an engineer's communication style
 - C concerns about a software development plan
 - D ways to improve company policies on sharing ideas
- 2 Which of the following is NOT suggested in the email?
 - A Read note cards more carefully.
 - B Remember to look at the audience.
 - C Repeat important ideas at the end.
 - D Give the audience handouts.
- 3 According to the email, what shows confidence?
 - A using note cards
 - B signposting often
 - C summarizing clearly
 - D standing up straight

Vocabulary

② Match the words and phrases (1-5) with the definitions (A-E).

- 1 __ project
- 2 __ signpost
- 3 __ visual aid
- 4 __ summarize
- 5 __ body language

- A a physical representation to demonstrate ideas in a presentation
- B to guide listeners with clear directional wording
- C to briefly present the main points of something
- D communication that is expressed physically, without words
- E to speak loudly so that one's voice is heard at a distance

- 4 Fill in the blanks with the correct words and phrases from the word bank.

Word BANK

note card presentation
review eye contact handout

- Each audience member received a full-page _____ listing additional information and references.
- After the speech, the engineers met to _____ the information in detail.
- The speaker couldn't remember what to say, so she checked her _____.
- The engineer planned a _____ to introduce his new software design.
- Try to make _____ with as many audience members as possible.

- 5 Listen and read the email again. What is a potential problem with using note cards?

Listening

- 6 Listen to a conversation between an engineer and a manager. Mark the following statements as true (T) or false (F).

- ___ The man was impressed with the information that the woman presented.
- ___ The woman was too loud during her presentation.
- ___ According to the man, the note cards should contain more detailed information.

- 7 Listen again and complete the conversation.

Engineer: What did you think of my presentation?
 Manager: I 1 _____ your ideas. But you need to work on your presentation skills.
 Engineer: What do you mean?
 Manager: For one, the audience 2 _____ towards the back.
 Engineer: Oh, I didn't realize that. So I need to 3 _____ next time.
 Manager: Exactly. And let's work on using fewer 4 _____ next time.
 Engineer: Why? What's 5 _____ them?
 Manager: You looked at them too much. You need to 6 _____ with your audience.
 Engineer: I see. I guess I should practice before my next presentation.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

What did you think of ...
 For one ...
 Let's work on ...

Student A: You are an engineer. Talk to Student B about:

- the results of your presentation
- problems with your communication style
- how you can improve

Student B: You are a manager. Talk to Student A about the results of his or her presentation.

Writing

- 9 Use the conversation from Task 8 to complete the presentation feedback form.

Presentation Feedback Form

Presenter: _____

Please rate the presentation between 1 (low) and 5 (high): 1 2 3 4 5

What did the presenter do well?

I liked that the presenter _____ because _____.

How could the presenter improve?

Next time, the presenter should _____ because _____.