

Get ready!

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

- 1 What do you think is the most difficult part of giving a presentation?
- 2 What makes a presentation great? What makes a presentation bad?

memo

Dear Team,

As you know, you are all making presentations for potential new investors next week. Please take the time to review the following guidelines – we need these presentations to be organized, accurate and professional.

- Start by **introducing** yourself and your subject. **Outline** the different sections of your presentation.
- When you finish a **section**, **summarize** it. Make it clear that you are **moving on to** a new section.
- Use **diagrams** where possible. You can show these on **handouts** or on **slides**. Refer to them in the presentation using phrases such as "As you can see in the diagram..."
- At the end, tell the **audience** you're finished and invite them to ask questions.
- Don't read your presentation from your **notes**. You need to maintain **eye contact** with the audience.
- **Prepare** and practice with your co-workers! Make helpful suggestions to each other before the big day.

Good luck!
Janice

Reading

2 Listen and read the memo about an upcoming presentation. Then, mark the following statements as true (T) or false (F). How should someone make a presentation?

- 1 ___ The presentations will update current investors about profits.
- 2 ___ The manager directs the team to provide several summaries.
- 3 ___ Presenters should refer to notes often to guarantee accurate information.

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- | | |
|-------------------|-----------------|
| 1 ___ introduce | 4 ___ summarize |
| 2 ___ outline | 5 ___ move on |
| 3 ___ eye contact | 6 ___ prepare |

- A to change to a different topic
B to repeat the most important points or facts
C to get ready
D to tell someone a person's name when they meet
E to give the main ideas without all the details
F the act of looking someone else in the eyes

Listening

5 Listen to a conversation between two co-workers. Check (✓) the parts of the man's presentation that need improvement.

- | | |
|--|---|
| 1 ☐ the introduction | 4 ☐ the diagrams |
| 2 ☐ eye contact | 5 ☐ the outline |
| 3 ☐ moving between sections | |

6 Listen again and complete the conversation.

Employee 2: It was good. I liked how you 1 _____. And you 2 _____ the different sections of the presentation well.

Employee 1: Thanks. Any other strengths?

Employee 2: You maintained 3 _____. That's very important. But it was difficult to know when you 4 _____.

Employee 1: What do you mean?

Employee 2: Well, you never stopped and summarized. For instance, one minute you were talking about first quarter profits, and the next you were onto reducing costs.

Employee 1: I see. So just stop and go over things once in a while?

Employee 2: Exactly. Also, the 5 _____ are a little confusing.

Employee 1: Really? How so?

Employee 2: There's just so much information. Maybe you could 6 _____ them.