

## HOME ASSIGNMENT

DEADLINE: 21/09/2020

### **1- Read the text and complete the sentences using the words from the chart.**

#### Presenting information

It is very important that your presentation has a clear structure so your ..... can follow it.

You will have more impact if your points are clear, simple, short, and direct.

Remember to .....



First, introduce yourself. Outline the aims of your ..... and what you will cover in the presentation. Use ....., such as a picture or a presentation program.

Then, your points should lead logically from each other. Have clear sections or headings to structure the middle section and lead from one point to another. Use .....if you need them.

Finally, avoid introducing new information at this point. Summarise the main things you want the audience to remember. End positively with a strong concluding sentence. List your .....at the end.

When preparing your material, think about what you will be comfortable saying. Think about your own voice, eye contact and .....

Planning a group presentation can take longer than you think, as you have to arrange times to meet and coordinate everyone's contributions.

**KISS-CITATIONS-VISUAL AIDS- CUE CARDS-BODY LANGUAGE-AUDIENCE-TALK**

**2- Find a word in the text that means:**

- a) Effect or influence: .....
- b) The main point or purpose: .....
- c) Spectators or listeners: .....
- d) Express the most important ideas in a short way:.....
- e)

**3- What should you do for your job interview? Use the prompts to make sentences using SHOULD/SHOULDN'T**

- Arrive late.
- Dress professionally.
- Greet interviewers and shake hands firmly.
- Have positive body language.
- Use your cellphone