



## B

## Joint presentations

### Briefing

Many presenters are nervous when they present. And when English is not your first language, it can make you very nervous, especially if you worry about making mistakes. But remember: *your audience wants you to do well!*

#### How to overcome nerves before you present

- Try out the room. Many presenters get to the presentation place early to try out the room. They stand or sit where they will present. They also stand or sit where the audience will be.
- Check sound, check vision. Can the audience hear you? Can they see you? If another person (e.g. a technician) is in the presentation room, check they can hear you and see you from different positions.
- Check the equipment. Make sure any equipment you are using is working OK and make sure you know how to use it. If you are not sure, ask the technician (if one is available) to be on standby during your presentation.
- Say hello to 'early birds'. Some people always arrive early. Welcome them. Introduce yourself. Ask them about themselves. Ask them why they have come and what they want to get from the session.
- Breathe. When we are nervous, we forget to breathe. Take a minute before you start and breathe in (four seconds), hold your breath (four seconds), breathe out (four seconds). Do this three times. It will help you relax.
- Visualize. Shut your eyes. Make a mental image of yourself. You are confident. You know what you are talking about. Your audience is interested. Visualize yourself doing well.

#### And when you present to the audience

- Take charge of the space. Don't just stay in one space. Move around a bit but not so much that it becomes distracting.
- Don't just read your notes or the presentation slide content aloud. Read, look up, speak.
- Make eye contact. Don't just stare at the back of the room. Make eye contact with every part of the audience briefly as you present.
- Gesture. Show you are alive. Use your arms and hands to emphasize key points.

And, if you can, present with colleagues to take away some of the stress of presenting. Presenting in teams requires extra preparation and good organization but it can make your presentations more dynamic and convincing. And fun.



## Listening



**1**

Listen to Kirsten and Sue presenting the new company intranet to colleagues in their company. Answer the questions.

- 1 Describe Kirsten and Sue's presentation style. Is it lively or dull?
- 2 Do the two presenters sound as if they work together or separately? What makes you think this?
- 3 Who does each part of the presentation? Put a tick in the box under the name.

Part	Kirsten	Sue
Introduction to the site		
Details of what you can do on the new site		
How you can put content on the new site		

- 4 How does Kirsten hook the audience?



**2**

Listen again and complete these sentences.

- 1 There's a special new feature on it which I know you're going to .....
- 2 ..... to you, Sue.
- 3 To find out how to visit the new site, let me ..... you back to Kirsten.
- 4 Kirsten, ..... to you again.
- 5 Thanks a lot and we'll look ..... to hearing from you.

## Business practice



**1**

Listen and repeat these sentences.

Saying who will do what

This will be a joint presentation.  
This is Sue Brown, who will be presenting with me.  
I will introduce the topic.  
Sue and I will present the main points.  
Finally, I will sum up.

Handing over

Let me hand over to Sue for the first main point.  
Kirsten, back to you again.  
Over to you, Sue.

Handing back

Let me hand you back to Kirsten.  
Sue, the floor is yours.  
It's all yours, Kirsten.





**2** Test yourself. Complete these sentences.

- 1 Let me hand ..... to Sue for the first point.
- 2 The floor is .....
- 3 This will be a ..... presentation.
- 4 ..... me hand you back to Sue.



**3** You're doing a joint presentation with Tomas Schmidt about your company's new training programme. Start the presentation. Then listen to the model presentation.

You: *Welcome the audience, state the purpose of the presentation and introduce Tomas Schmidt.*

Tomas: Good morning, everyone.

You: *Say you will introduce the programme and that Tomas will give the details.*

Tomas: Yes, I'll give the details afterwards.

You: *Introduce the programme. State its purpose is to increase productivity at the same time as job satisfaction (this is the hook). Hand over to Tomas.*

Tomas: Thank you. Here are the details. The programme will be modular and will run over a period of 12 months. In liaison with your line manager, you choose the parts of the course that are best for you. There are ten and you must do at least five. The parts cover things like Working in teams and Time management. OK, so back to you.

You: *Thank Tomas. Say you want to look in more detail at the reasons for the programme. Direct the audience to your slide.*

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## Business writing

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What do your slides look like? Most presenters use slides (PowerPoint or a similar software application) in their presentations. Read the nine guidelines opposite for making a slide.

Remember: if the audience can't read it, don't show it!

A lot of print that they can't read is useless to your audience and is frustrating for them. If you have to say *You probably can't see this very well ...*, then you shouldn't show it.

### Writing task

Use your computer and prepare your own slide. Practise using the nine rules.



- 1 **Make your headings size 32.**
- 2 **Make your text size 28.**
- 3 Upper and lower case (like this) is easier to read.
- 4 TEXT ALL IN UPPER CASE *or* all in lower case is harder to read.
- 5 Black is easier to read than lots of colours.
- 6 Avoid yellow, pink and orange.
- 7 Use the 7 + 7 rule – not more than seven words per line.
- 8 And not more than seven lines per slide.
- 9 Use a picture if you have one.

Company logo

## Key take-aways

Write down the things you will take away from Unit 5 and how you will implement them.

Topic	Take-away	Implementation strategy – How?	Implementation time frame – When?
The three principles of a presentation			
How to analyse your audience			
How to use hooking, flagging, bridging and looping			
How to find out an international audience's expectations			
How to deal with nerves			
The language of a joint presentation			
How to prepare a slide presentation			



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