# PROGRESS TEST 5 – 02.11

| PART A: LISTENING |
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**Task 1: Listen to a talk about presentation tips and fill in the blanks with NO MORE THAN TWO WORDS**

**Preparing and Giving a Presentation**

**Initial thoughts**

Most important consideration: your audience

Three points to bear in mind: + What they need to know

+ How (1) _____ they will be

+ How big the audience will be

**Structure**

Start with information that makes the audience (2) _____

End with (3) _____

**Design**

The presentation needs to be (4) _____

Vary content by using a mix of words and (5) _____

**Task 2: Listen to a discussion among Yumiko, Paulo and Rachel and answer the questions with NO MORE THAN THREE WORDS and/or a NUMBER.**

1. What is the solution to the new project planning?
2. In which month can they finish the plan for their new project?
3. Who can make parts at an affordable price?
4. What problem do they have with the online invoicing system? The
5. What is the deadline for fixing online invoicing system?

**Task 3: Listen to the meeting between Alice, Matthew and Stanley and complete the key action points WITH NO MORE THAN TWO WORDS**

To: Project team

Subject: Factory in Indonesia

As you know, we are going to build a factory in Indonesia next year. The project will involve a lot of organisation and planning, so we had a meeting with Stanley Dongoran, our Indonesian partner, yesterday to discuss the next stages. Here are the key action points which resulted from the meeting.

KEY ACTION POINTS

- get license from Indonesian (1) _____ board
- visit Indonesia (2) _____

- open (3) _____
- choose good (4)_____for factory
- (5)_____the business premises
- organise other necessary (6) _____
- interview candidates for (7)_____position
- book (8)_____and accommodation - Matthew by tomorrow

Please note that there will be a full team meeting next Monday. We expect everyone to attend.

**Task 4: Listen to the audio and choose the correct answers**

1 Andreas Hammer believes certain people

   a speak without thinking.
   b don't like meetings.
   c never know the answer.

2 He thinks that in meetings people

   a talk too much.
   b need to share ideas more.
   c discuss ideas too much.

3 According to Andreas the workplace

   a is like college.
   b is usually casual.
   c is more formal than university.

4 What does Andreas say people need to learn to do?

   a write emails
   b make phone calls
   c choose the right way to communicate

5 Managers

   a usually communicate well.
   b need to be better communicators than others.
   c are not always good communicators.

6 Managers have to communicate to their team

   a in writing.
   b as a group.
   c on a personal basis.

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**PART B: READING**

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**Reading 1: Match the information below with the correct person.**

**How to make a good presentation?**

**Scene or Slide Length**

The experts all agree on one thing: too much text will kill your presentation. Rule number one in Seth Godin's extremely popular post on how to make great presentations is: "No more than six words on a slide. EVER. There is no presentation so complex that this rule needs to be broken." Seth's technique is to use the slides almost like a chapter heading for the topic he's talking about, emphasizing the importance of the oral side of presentations

## Presentation Length

Public speaking guru Guy Kawasaki has a rule for the length of presentations called the 10/20/30 rule: he believes a good presentation should have no more than 10 slides, should go for no more than 20 minutes, and the font size should be no less than 30 points.

## Use A Remote

Most presentation gurus stress the importance of making eye contact with the audience and smiling, and warn against turning your back or spending too much time looking down into a laptop. Some very good practical advice from author and sought-after public speaker Garr Reynolds is to use a remote to pause and advance your presentation so you have time to be spontaneous and control the flow of the presentation.

## Don't Be Afraid to Make Mistakes

Steve Jobs was a legendary speaker who would practice meticulously and exhaustively before giving any presentation. He even had standby anecdotes prepared to fill time when the technology he was using to give the presentation failed. He once said "you make mistakes. It is best to admit them quickly, and get on with improving." The message is simple: mistakes are unavoidable but there's no need to let them ruin everything. Acknowledge it with a smile and move on.

## Focus on Value

Tony Robbins believes in getting to know his audience and goes to great pains to find out about them before he gives a talk, because "the more you understand what somebody wants, needs, and fears, the more you can figure out how to add value," he said in an interview in Business Insider. By offering solutions to the problems of the people in the room, you are giving them something of real value to take away. Everything else you say will be self-indulgent and irrelevant.

| | | ANSWERS |
|---|---|---|
| 1. If you make mistakes, admit them and move on. | A. Guy Kawasaki | 1. |
| 2. The font size should be at least 30 point. | B. Steve Jobs | 2. |
| 3. There shouldn't be more than 6 words in a slide. | C. Garr Reynolds | 3. |
| 4. Use a remote to control your presentation. | D. Seth Godin | 4. |
| 5. Find out what the audience needs and give it to them. | E. Tony Robbins | 5. |

**Reading 2: Read the article and choose the correct answer a, b or c.**

| **Digital technology: Does it really improve work?** | 1 What does the first paragraph say about large organisations? |
|---|---|
| The digital revolution took many older, well-established businesses by surprise. Unfortunately, many 90of these companies still do not use digital systems which are suitable | a They led the digital revolution. <br> b They do not make changes quickly. <br> c Their vision has surprised some people. |

for them. Larger organisations can often be much slower to react to change than smaller businesses and do not adapt as quickly. Due to this lack of vision, these companies have sometimes been slow to follow a new way of doing business. As a result, they have had to watch new online shops eat into their market share. Technological innovation has allowed many new online retailers to set up. Even individuals are now able to sell their goods worldwide thanks to this technology.

However, when companies do allow technology to take over, the result is not always what was expected. Colleagues no longer speak to each other face to face, but send hundreds of emails instead. This has led to people feeling isolated and alone, and people working alone are more likely to suffer from depression. Digital communication systems help companies be more efficient, but managers need a good strategy to ensure that their staff know how to make the best use of system updates. Therefore, it is important that everyone is given training each time new software is introduced. Otherwise, employees will get frustrated if they do not know how to use the system effectively.

Two decades ago experts encouraged businesses to aim for paperless offices. While technology has made this possible, security is a big issue: every digital system that exists could be hacked into or power cuts could make the system crash completely. People therefore keep paper copies of important files in case these things happen.

A large percentage of the current workforce is made up of millennials, the generation brought up with digital technology. They expect the digital systems at work to function as quickly

**2** According to paragraph 2, what has technological innovation led to?
**a** a large number of new companies failing
**b** large companies exporting more
**c** online shops increasing their market share

**3** What might happen when technology takes over?
**a** Colleagues expect better communication.
**b** There are more face-to-face meetings.
**c** Staff might become depressed.

**4** What does the article say about digital communication systems?
**a** They are rarely effective.
**b** They need to be used correctly.
**c** They train staff efficiently.

**5** What does the article say about the paperless office?
**a** Important files are still kept in paper form.
**b** Hacking has made it impossible.
**c** Businesses are expected to have them.

**6** What do we learn about millennials?
**a** They want good digital systems at work.
**b** They are not attracted to large companies.
**c** They prefer to work from home.

**7** In the last paragraph we learn that experts
**a** can make expensive mistakes.
**b** know that companies have individual needs.
**c** do not always have the answers

and efficiently as their home systems and this often is not the case. Companies which do not have up-to-date systems find that they are not attracting younger employees.

It is true that many companies have not chosen digital systems which are right for them. However, experts now recognise that one size does not fit all, which is good news for businesses who do not have extensive digital knowledge. They can now use consultants to advise them and help them avoid making expensive mistakes.