

Presentation Structure

Part I: The Opening Stage

คำชี้แจง: เรียงลำดับข้อความต่อไปนี้ให้ถูกต้องตามโครงสร้าง Opening (ใส่หมายเลข 1-5)

- ___ a. Our presentation will be divided into three parts.
- ___ b. Today, we are going to talk about “Digital Skills for University Students.”
- ___ c. There will be time for questions at the end of our presentation.
- ___ d. Good morning, everyone. My name is Anan and I am a third-year student.
- ___ e. Our talk will take approximately 10 minutes.

Part II: The Main Body

คำชี้แจง: อ่านข้อความเกี่ยวกับหัวข้อ “How to Prepare for a Job Interview” แล้วเรียงลำดับให้ถูกต้อง

- ___ a. Finally, let’s look at how to answer interview questions confidently.
- ___ b. That covers how to research the company.
- ___ c. So, let’s begin with preparing your documents.
- ___ d. Now we would like to move on to researching the company.
- ___ e. Make sure your resume and portfolio are updated and well-organized.

Part III: The Ending Stage

คำชี้แจง: เรียงลำดับข้อความในช่วง Ending ให้ถูกต้อง

- ___ a. Thank you for your attention today.
- ___ b. To sum up, we discussed three important strategies.
- ___ c. That brings us to the end of our presentation.
- ___ d. Based on what you have heard, we strongly recommend practicing regularly.
- ___ e. Do you have any questions?

Part IV: Identify the Function

Write the function of each sentence:

(Opening / Transition / Referring to Visual Aid / Summarizing / Inviting Questions / Thanking)

1. “Good afternoon, everyone.”
Function: _____
2. “Let’s look at this chart on the screen.”
Function: _____
3. “That covers the first part.”
Function: _____
4. “To sum up, we discussed three main points.”
Function: _____
5. “Do you have any questions?”
Function: _____