



How to Present Your Hometown

Cloze

1. Present _____ several aspects of your hometown; illustrate the aspects that you present by means of a _____ in order to make things clear for the audience. **(1 word each)**
2. You must give your presentation a _____. **(1 word)**
3. What are the three parts that make up Question 2? **(1 word each)**
 - A.
 - B.
 - C.
4. The body of your presentation must follow a _____. **(2 words)**
5. Each paragraph should be properly _____. **(1 word)**
6. If you want to be _____, you have to sound _____. **(1 word each)**
7. You should have a minimum of 4 to 5 _____. **(2 words)**
8. There should be a maximum of _____ on each slide. **(2 words)**
9. Only _____ and phrases in a _____ font. **(2 words / 1 word))**
10. DO NOT _____ from your visual aids. **(1 word)**
11. Be _____ and _____ -- don't bore us with your visual aids! **(1 word each)**
12. Please point at your visual with _____. **(2 words)**
13. Please do not say _____ while pointing! **(1 word)**
14. Do not _____, do not aim at _____ of information but at _____. **(1 word each)**
15. Make long _____ at significant moments of your talk. **(1 word)**
16. Do not forget to check that the audience _____ what you are saying. **(1 word)**

17. Look at the audience while speaking, try to have as much _____ as possible. **(2 words)**

18. Number 17 will only be possible if you have _____ your presentation well enough. **(1 word)**

19. There is nothing worse than a public message which is _____. **(1 word)**

20. It is recommended to have some _____. **(2 words)**

21. Find an illustration for each aspect that you will _____ into a short _____.
(1 word each)

Your Performance:

22. Do not _____ your notes. **(1 word)**

23. Do not forget to point at _____. **(2 words)**

24. _____ is important. **(2 words)**

25. Make sure to put a _____ on your face and in your _____. **(1 word each)**

26. Speak _____ and _____ properly. **(1 word each)**

27. _____ that everybody understands is essential for good communication. **(1 word)**