

LESSON 5

HIGHLY EFFECTIVE PRESENTERS

● KEY POINT CREATING GREAT PRESENTATIONS

Consider the following:

Have you ever done a presentation?

What do you think are the important elements in presentations?

When was the last time you did one?

What is the best presentation you have ever seen?

DEFINITION:

Flash: (noun): To impress with sensation.

Presentations are part of our daily lives in a professional environment. They are effective tools to communicate to a larger audience. It is important to master them and adapt them to your listeners. Here is a “how to” guide.



Time 60 Minutes

Vocabulary Presentation vocabulary.

Key Points A how to guide for great presentations

Grammar future with present progressive

Objectives To work with presentation vocabulary and ideas.

Review previous chapter.

● VOCABULARY AND EXPRESSION BUILDERS

Colleagues: People you work with.

Your colleagues in the office are part of your team.

Optimistic: To consider a positive solution.

They are optimistic about the New Year.

Circumstances: The situation you are in.

The circumstances around the state of affairs were not clear.

Software: The programs installed on a computer.

They bought new software.

Audience: The people who listen to a presentation.

The audience was happy with the results.

Personable: A person who is easy to talk with.

He is really personable.

Intimidating: This is someone who can make you feel uncomfortable.

The new boss is quite intimidating.

Tasteful: Someone or something that has attractive taste.

The new marketing company is tasteful.

Overhead: This is the cost of running a business.

The overhead is increasing.

Fonts: The type used for a text like an Ariel font.

Times New Roman fonts are used for all contracts.

Flash, Flashy: A showy elaborate visual effect.

The presentation is flashy.

Master: To make perfect.

They had to master the presentation.

SENTENCE BUILDERS

Read each sentence out loud several times.

1. My colleague scheduled a question period after the presentation.
2. George just gave facts and figures during the show.
3. All presentations require preparation and must be well thought out.
4. Have you ever responded to questions after presentations?
5. To present well for an audience you should be personable.

COMPREHENSION BUILDERS

Effective Presentations.

By Amy Fischer

Management Magazine

Presentations can be intimidating events even in the most optimistic circumstances. Standing in front of colleagues can be scary, however it is possible to master these situations. If you were asked to do a presentation, what would you do? It is essential to get it right. What kind of strategies can you use to prepare for this?

1. If you have the possibility of using a computer, you should present with presentation software such as PowerPoint. This will make your job much easier. Use images, charts, video, audio, and all the tools that will create tasteful flash.
2. If time permits, you may do the presentation in front of a mirror for practice. It would be even better if you did it in front of friends (remember to ask for feedback).
3. You ought to use cards to help you through the presentation. Remember to use large fonts so they are clear.
4. If you have the right audience tell a story to break the ice. Don't just give facts and figures. Telling stories makes the presentation more personable.
5. If you have time, schedule a question period following the presentation. You might want to prepare some of the answers ahead of time. It might be strategic to simulate this question period. Here is where you can really influence people.
6. Do not make the presentation boring. This is not so easy to do but it is important. If you are relaxed and well prepared you are already half way there.

These points are only basic ideas on how to prepare for these circumstances. Remember all presentations require preparation time and they only work better when you spend more time on them.

Amy Fischer
Management Magazine.

QUESTIONS

- 1) According to Amy Fischer you should use _____ for your presentation.
 - a. an office
 - b. a boardroom
 - c. a computer
- 2) It is a good idea to _____.
 - a. try to get through presentations as fast as possible.
 - b. practice in front of a mirror
 - c. ask advice on how to prepare
- 3) Do not make your presentation _____.
 - a. boring
 - b. interesting
 - c. flashy
- 4) In the article, Amy Fischer presents her _____ ideas on how to do presentations.
 - a. basic
 - b. complete
 - c. simple

TECHNIQUE BUILDERS (Using the present continuous for the future)

Remember that there are different forms of future for English including using the present continuous.

Compare.

I will work tomorrow. (Future simple)

Decided now without any premeditation.

I am going to work tomorrow. (Future with going to)
Premeditated future event.

I am working tomorrow. (Future with present continuous)

Future with scheduling.

In English, it is possible to use the present continuous to express the future when there is the notion of scheduling.

A business appointment or a weekend activity are examples.

Examples

John is leaving tomorrow.

Jane is meeting the client today.

Structure:

Remember the structure of the present continuous

Subject + Auxiliary (to be) + verb

I am leaving at 6PM.

I am not leaving at 6 PM.

Are you leaving at 6 PM?

EXERCISES

Complete the following sentences expressing the future with the present continuous.

1. They (to leave) _____ in five minutes.
2. I called the airline and they said that our client (to arrive) _____ later today.

EXERCISES

3. We (to chat)_____ with support soon.
 4. The manager said that he (to start) _____ the project in the new year.
 5. I (to begin) _____ the project presentation in a few minutes.
 6. Fred and Mike (to drive) _____ to Memphis next year.
 7. We (eating)_____ dinner in 5 minutes.
 8. I (to fly) _____ to Las Vegas next week.
 9. The business guests (to have) _____lunch in ten minutes?
 10. I (to read) _____ a new book next week.
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