

Presentations

Before you watch

A

Work in pairs. Discuss the questions about presentations.

- When was the last time you gave a presentation? What was the topic? Did it go well?
- Do you find giving presentations enjoyable? Why? / Why not?
- What skills does a good presenter need?
- If someone was presenting for the first time, what advice would you give them?

Video

A

Watch the first part of the video. Discuss the questions.

1. Which speaker(s) gave the best advice? (Tolani, Jason, Vivek or Jenny)
2. Did anyone share similar advice?

B

Complete the advice shared by each person using words from the box. Then watch the first part of the video again and check your answers.

confident	content	credible	nervous	nerves
practise	prepare	smile	subject matter	yourself

Tolani	Jason
<ul style="list-style-type: none"> • Don't be _____. • _____ and be _____. 	<ul style="list-style-type: none"> • Be _____. • Use those _____ to your advantage. • Make sure you know your _____.
Vivek	Jenny
<ul style="list-style-type: none"> • _____ . Remember, you're the most _____ person in the room. 	<ul style="list-style-type: none"> • _____ . Know your _____.

Do you disagree with any of the advice given?

C

Watch the second part of the video about presentation skills. Write the speaker's ideas in the box.

Chris	
Kieran	
Prad	
Tolani	

Match each speaker with the statement that best summarises their advice (1–4).

Summary	Speaker
1. Interpersonal skills and connecting with your audience are very important skills for a presenter.	
2. The main skills for a good presenter would be improvisation, believing in your ability and paying attention to the audience.	
3. A good presenter believes in their ability, understands their listeners and knows their content.	
4. A good presenter is honest and doesn't make things too complicated.	

D

Watch the final part of the video in which the speakers answer the question 'Do you enjoy giving presentations?' Which speakers like giving presentations?

Language focus

A

Read the phrases 1–9 from the video. What is the general function of all these phrases?

1. Be confident.
2. Don't be nervous.
3. Preparing is always good before a presentation.
4. Even if you are on stage and you make a mistake, you can still just carry on.
5. It's not a bad thing to (be afraid).
6. Be as confident as you can.
7. Just remember, you're the most credible person in the room.
8. Make sure you watch the people around you.
9. Smile.

Which four phrases have a similar structure? How do they have a slightly different function from the other phrases?

B

Using each of the phrases 1–9, share your own advice about giving presentations.

1. Be _____.
2. Don't be _____.
3. _____ is always good before (a) presentation.
4. Even if you _____, you can still just _____.
5. It's not a bad thing to _____.
6. Be as _____ as you can.
7. Just remember (that) _____.
8. Make sure you _____.
9. _____.

C

Listen to your teacher say each of the phrases. What happens to the underlined sounds when we speak naturally?

1. Don't be nervous.
2. Even if you are on stage and you make a mistake, you can still just carry on.
3. It's not a bad thing to be afraid.
4. Be as confident as you can.

Practise saying each phrase naturally.

Look back at your advice in Language focus B. Practise saying each phrase as naturally as possible.

D

Share your advice from Language focus B with a partner.

Communication focus

Choose a task to complete from the list.

Task 1

Work with a partner. Ask and answer these questions again from the lesson lead-in:

- Do you like giving presentations?
- What skills do you think you need to be a good presenter?
- What advice would you have for someone giving a presentation for the first time?

Give extended answers. Try to use some of the language from the Language focus.

Top tip: If you share a similar tip to one of the interviews, make sure you refer to them!

Example: Like Prad said, be yourself.

Task 2

Make notes on how you would answer these questions. Think about useful language you could use from today's lesson.

- What skills do you think you need to be successful in a job interview?
- What advice would you have for someone attending a job interview for the first time?

Work with a partner. Ask and answer the questions. Were your ideas similar?

Task 3

Work with a partner. Make a three-minute video titled 'Top tips for giving presentations'.

- The video should be aimed at inexperienced presenters.
- The video should be engaging.
- The video should be done in one take, but you can practise beforehand.

Task 4

Work with a partner. Decide on the top six pieces of advice about presentations shared by the interviewees. Design an infographic for sharing the advice across social media.

If you prefer, you could write a 200-word article for a blog aimed at junior employees who are looking for advice on giving presentations.