

Before you watch

A

Discuss the questions with a partner and then share your answers with the class.

1. Why is it important to stay within your allotted time when you give a presentation?
2. How much time should you spend preparing a presentation?
3. How can you manage your time when you are presenting?

B

Tick the statement(s) that you agree with and say why.

- It's not a big deal if you go beyond your time limit if it's not longer than 10 minutes.
- As long as you plan your timing, there's no need to practice anymore.
- Presenting within your time limit shows you respect others.

Video

A

Watch the video and choose the correct option.

1. Most presentations _____ a limited speech time.
 - a. have
 - b. don't have
 - c. may not have
2. The length of your presentation determines your _____.
 - a. extra time
 - b. preparation time
 - c. video length
3. You _____ talking your entire presentation; you might have videos or Q&As, too.
 - a. can be
 - b. will be
 - c. won't be
4. _____ while practicing can help you estimate how long your presentation will be.
 - a. Using your phone
 - b. Timing yourself
 - c. Talking out loud

5. Setting time checkpoints for each section of your presentation can _____.

- a. let you look down at your watch
- b. limit your time
- c. help you pace your speed

B

Read and check if the statements are *mentioned* or *not mentioned* in the video.

	Mentioned	Not Mentioned
1. You need to be patient to manage your presentation time.	<input type="checkbox"/>	<input type="checkbox"/>
2. Calculate your talk time and other things you need to include.	<input type="checkbox"/>	<input type="checkbox"/>
3. Say your presentation out loud when you rehearse or practise.	<input type="checkbox"/>	<input type="checkbox"/>
4. Let somebody give you feedback while you practise your speech.	<input type="checkbox"/>	<input type="checkbox"/>
5. Take note of the time you need for each presentation section.	<input type="checkbox"/>	<input type="checkbox"/>
6. You can allow your audience to contact you if you run out of time.	<input type="checkbox"/>	<input type="checkbox"/>

C

Choose the situation that applies the tips from the video correctly.

1. a. Drew will have a 15-minute talk tomorrow about distance learning. Since it's only a short talk, and he knows the topic well, he doesn't think he needs that much time to prepare. He went through his outline once and didn't make extra notes. He feels he's ready for tomorrow.
b. Drew will have a 15-minute talk tomorrow about distance learning. Although it's only a short talk, and he already knows the topic well, he allotted about an hour to prepare. He reviewed his outline and rehearsed his speech while taking notes of the time for each section. He's ready for tomorrow.
2. a. Leo was invited to give a presentation about healthy practices in the office. He was given an hour to present, so he planned an outline of his talking points. He also included an infographic, a video presentation, and a Q&A session. He made sure enough time was allotted for each element.
b. Leo was invited to give a presentation about healthy practices in the office. He was given an hour to present. He feels that's too too much time, so he will try to offer as many topics as possible. He included a video presentation but thinks a Q&A session is unnecessary since he will already speak a lot.
3. a. Angeline will present the layout for their new real estate project today. She has long waited and prepared for this, so she knows the presentation well. There's no need for a copy of the agenda or a timer because she has rehearsed this presentation several times.
b. Angeline will present the layout for their new real estate project today. She has waited and prepared a long time for this, but she still doesn't want to be too confident. She brought a copy of her presentation notes and a timer to ensure she'll have enough time for a Q&A with the client afterwards.

4. a. Anthony knows his audience comprises busy professionals and wants them to get the most value from his talk. He makes sure to check the time quickly whenever he finishes each section. But you can never avoid delays or interruptions, especially with such an inquisitive audience, so he slows down or speeds up whenever it's appropriate to ensure he doesn't exceed the allotted thirty minutes.
- b. Anthony knows his audience comprises busy professionals and wants them to get the most value from his talk. He added an alarm to his clock to signal when the time is up for each section, and he doesn't allow any interruptions to avoid delays. He also makes sure he speaks at an even pace so he doesn't exceed the allotted thirty minutes.
5. a. Bella is supposed to start her webinar in two minutes, but the participants are late. There are only two logged in out of the 15 who signed up. There are two other speakers after her, so she needs to follow the schedule no matter what and decides to start. More participants logged in during the talk. They want to ask questions about the part they missed, but Bella is running out of time. At the end of her speech, she tells them to contact her by email if they have any other questions.
- b. Bella is supposed to start her webinar in two minutes, but the participants are late. There are only two logged in out of the 15 who signed up. She decides to wait for ten minutes before starting. There are two other speakers after her, but they could wait if she doesn't finish on time. It's just ten minutes anyway. More participants logged in throughout the presentation. They want to ask questions about the part they missed, but Bella is running out of time. At the end of her talk, she tells them their questions will have to wait for another time.

Digital skills focus

A

Choose the tip that best matches each situation. Write the letter.

1. Janine confirmed with her supervisor that she had 30 minutes to present before her virtual conference. _____
2. She outlined her talking points and allotted specific times for each section. She also included a 5-minute Q&A session to conclude her presentation. _____
3. The night before the big day, Janine did a final rehearsal and used a stopwatch to ensure she didn't go over the allotted time. _____
4. Janine decided to use her phone to monitor her time during the presentation. She could see the time clearly from there and move it quickly so it was not visible to her audience. _____
5. As she finished each section of her talk, Janine quickly checked her outline to see if she needed to speed up or slow down. _____
- a. Give yourself time checkpoints.
- b. Use a timer.
- c. Practice and time yourself.
- d. Know your time limit.
- e. Calculate the time you'll talk.

Language focus

A

Complete the sentences with phrases from the box.

speed up look down out loud take note run out prop (something) up

1. You're talking too slowly; you need to _____ if you want to finish all the topics in 10 minutes.
2. Listen carefully and _____ of the essential points of the presentation in your notebook.
3. You need to _____ your tablet _____ against something so you can see the screen better.
4. Don't _____ at your notes or your watch too often. You will seem nervous and unprepared.
5. Say your speech _____ when rehearsing so you can check if your volume is okay.
6. You need to speed up because you are about to _____ of time. There's only three minutes left.

B

Complete the sentences with *if*, *won't*, and *will*.

1. _____ I don't finish answering all the questions, you can contact me by email.
2. If you practice and rehearse, you _____ have to worry about your presentation.
3. If they give me more time, I _____ talk more about the topic.
4. If your audience is interested in the presentation, they _____ ask more questions.
5. The other speakers will be affected _____ you go beyond your allotted time.

Digital communicative task

A

In groups, prepare a 10-minute online discussion on a topic of your choice.

- Select a topic for a 10-minute online discussion.
- Decide the main points you want to discuss and divide them into different sections.
- Decide the other elements you want to include (visuals, Q&A, etc.)
- Make an outline of your presentation, assigning specific times for each section and/or element. Make sure you don't exceed 10 minutes.

B

Give groups enough time to rehearse before letting them do their discussion. Record your talk and watch the video. And ask other groups to give their feedback, especially on how they organised to fit everything in ten minutes. Reflect on your progress from your rehearsal to your digital communicative task.