

.....
Christopher Pond

English Presentations Today

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Language and Skills
for International Presentations



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NAN' UN-DO

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[Illustrations]

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[Photos]

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p. 61
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About this book

These days presentations are an integral part of many university courses. What's more, presentations are often an essential part of working life and many students will find these skills useful when they begin their new careers. However, giving a presentation in a foreign language is very challenging, even for students who have a good grasp of the English language. This book provides useful language building activities as well as details on organizing and presenting your talk effectively.

This book consists of 15 units that cover all the stages of a presentation as well as associated skills. The units are based around current environmental and social themes that help develop critical thinking skills appropriate to university students in a global environment. Units include focused listening activities, language manipulation tasks, information sharing and vocabulary building. There are also self study hints as well as checklists and assignment ideas.

As well as language building activities this book also offers guidance on organizing your presentation and adding visual information. There is also an introduction to a variety of presentation skills such as body language, using your voice effectively and how to respond to questions.

The appendices include templates for each section of the presentation to help students prepare their own talks.



Contents

Unit	Contents	p.
Introduction	Useful classroom language	6
Unit 1 Getting Started	Organizing a presentation Contents of an introduction Useful language and vocabulary / Listening Self study idea – shadowing	9
Unit 2 Getting Started 2	Useful language and vocabulary / Listening Self study idea – keeping a vocabulary book Using prepositions Checklist for the introduction Assignment ideas	13
Unit 3 Making a Good Impression	Posture and eye contact Using gestures	18
Unit 4 Making a Good Impression 2	Using gestures Checklist for making a good impression Assignment ideas	22
Unit 5 Making Your Point	Different types of presentation The body section of a presentation How to organize your information Signposting (transition phrases and sequencers) Useful language and vocabulary / Listening Vocabulary building	26
Unit 6 Making Your Point 2	Useful language and vocabulary / Listening Vocabulary building Checklist for the body section Assignment ideas	33
Unit 7 The Visual Story	Types of visual aids Describing a picture / Listening Self study idea – transcribing a text	38

Unit 8 The Visual Story 2	Describing a graph Useful language and vocabulary / Listening Vocabulary building	43
Unit 9 The Visual Story 3	Using bullet points Checklist for using visual aids Assignment ideas	48
Unit 10 Being Understood	Useful vocabulary / Listening Vocabulary building Using your voice Intonation groups	52
Unit 11 Being Understood 2	Sentence stress Saying numbers Checklist for using your voice Assignment ideas	56
Unit 12 Concluding Your Message	Organizing your conclusion Useful phrases and vocabulary / Listening Vocabulary building Contents of a conclusion	61
Unit 13 Concluding Your Message 2	Concluding phrases / Listening Prepositions Checklist for the conclusion Assignment ideas	65
Unit 14 Taking Questions	Asking and answering questions Useful language and phrases / Listening	68
Unit 15 Taking Questions 2	Hedging (using polite language) Checklist for taking questions Assignment ideas	72
Appendix	Presentation templates Pair activities Examples of Presentations	76

Introduction



Many of the activities in this book are designed to be done with a partner in English. If you don't understand something your partner, or the teacher says, please ask them to explain further. Here are some examples of expressions you may find useful during class activities. There is also an introduction to some of the language we will use during and after presentations.

During class activities

- ☐ Sorry. I couldn't understand what you said.
すみません、あなたの言ったことがわかりませんでした。
- ☐ Could you repeat that please?
もう一度、言っていただけますか。
- ☐ Could you write that down for me please?
それを書いていただけますか。
- ☐ Could you speak more slowly please?
もう少しゆっくり話していただけますか。
- ☐ How do you say ... in English?
_____ は英語で何と言いますか。
- ☐ May I ask a question?
質問してもいいですか。
- ☐ Thanks. I understand now.
ありがとう。わかりました。

During presentations

- ☐ Hello everyone and thank you for coming today.
こんにちは、みなさん。今日は来てくれてありがとう。
- ☐ Today I would like to tell you about ...
今日は _____ について話したいと思います。
- ☐ I chose this topic because ...
_____ だから、このトピックを選びました。
- ☐ If you have any questions please ask me at the end.
もし質問があれば、最後に聞いてください。
- ☐ Today I told you about ...
今日は _____ について話しました。
- ☐ Thanks for listening.
聞いてくれてありがとうございます。
- ☐ Do you have any questions?
何か質問はありますか。

After presentations

- ☐ Thanks for your interesting presentation.
おもしろいプレゼンテーションをありがとう。
- ☐ Please show me slide ... again.
スライド _____ をもう一度見せてください。
- ☐ Where did you get your information?
あなたの情報は何を参考にしましたか。
- ☐ Please tell me more about ...
_____ についてもう少し詳しく話してください。

Interview two partners about their experience of speaking in front of people.
Ask the questions below and write down your partner's answers. Then tell the class what you found out.

1. Have you ever given a speech or presentation to a group of people?
2. What did you talk about?
3. Did you think it was successful? Why or why not?
4. Have you ever seen a good presentation? Why was it good?
5. How do you feel about giving a presentation in a foreign language?

Question	Student 1 Name _____	Student 2 Name _____
1		
2		
3		
4		
5		

Unit 1 Getting Started



In a presentation you have only one chance to get your message across. Your listeners usually can't interrupt or ask for clarification, as they would in a conversation when something is unclear. Neither can they go back and reread something for clarification, as they can with a book or piece of text. Therefore, organizing your presentation into a logical order is important. A presentation is typically organized into three sections: The introduction, body and conclusion.

01 Put the following parts of a presentation into either the introduction, body or conclusion.

- A. Summarizing your key points
- B. Thanking the audience
- C. Developing your main points
- D. Giving the audience instructions
- E. Asking for questions
- F. Providing examples and details
- G. Giving your name and organization
- H. Introducing your topic
- I. Giving your concluding message
- J. Giving an outline
- K. Saying why your topic is important
- L. Emphasizing important information

Introduction

Body

Conclusion



The introduction is perhaps one of the most important parts of a presentation because it explains the content and purpose of your talk. What's more it is the time at which you gain your audience's interest and confidence. Therefore it should be positive and concise.

02 Look at the picture of Linda. She works as a volunteer in a developing country. Ask your partner the following speculation questions.

1. Which country do you think Linda works in?
2. What kind of work do you think she does there?
3. What do you think she is going to talk about today?
4. What problems do people living in developing countries have?



Track 2 **03** Listen to the first part of Linda's introduction and then complete the activity below.

1. What is her job?

2. Which country does she work in?

3. What work does she do there?

4. What is today's topic?



04 Listen to the first part of Linda's introduction again and fill out the missing.

Thank you for	Did you know that	My name is	By doing this
Good afternoon	Today I would like to	I work as	I don't think

1. _____ ladies and gentlemen. 2. _____ taking the time out of your busy schedules to be here today.

3. _____ Linda White and 4. _____ a volunteer doctor for Médecins Sans Frontières in Sierra Leone.

One of the leading causes of death in low income countries such as Sierra Leone is a disease known as Malaria. In 2015 there were 214 million cases and almost half a million people died. Seventy percent of these deaths were children under the age of five.

5. _____ almost half the world's population is at risk from this disease? What's more this disease is both preventable and curable. However, because those at risk are in developing countries,

6. _____ enough is being done to help.

7. _____ talk about the problem of malaria in West Africa and some of the possible solutions. 8. _____ I hope to raise awareness of the problem of malaria in developing countries and show some of the simple but effective solutions that are being used.

05 Put the following letters next to the place in the text where...

- A. she welcomes the audience.
- B. she gives her name.
- C. she gives her organization.
- D. she gives the topic of her talk.
- E. she says why it is important.



06 Listen to the second part of Linda's introduction and answer the questions.

1. What things will she talk about in her presentation?

2. What instructions does she give to her audience?



07 Listen to the second part of Linda's introduction and fill out the missing information.

Then I will describe	I will be happy to	Finally I will tell you
First I will tell you	So first I would like to begin	My talk will last

1. _____ a little about the disease and how it is spread.

2. _____ what we are doing to control malaria in Sierra Leone.

3. _____ my wish for the future.

4. _____ about 30 minutes and it will include a short video.

5. _____ take any questions you have at the end of the presentation. The slides and video are downloadable from a URL that I will give you at the end.

6. _____ by showing you a short video.



08 Listen to the CD and shadow Linda's introduction.



Shadowing is a great technique to build confidence and language skills. Stand up and hold your text at arms length in front of you. Listen and repeat the text with the speaker. As you hear the words repeat them out loud – almost at the same time.

Unit 2 Getting Started 2

01 Look at the picture below and ask your partner the questions.

1. What do you think this is?
2. How does it work?
3. What problems does this solve?
4. Who might benefit from this?



02 Listen to part 1 of the introduction to Michael's talk. Answer the following questions.

1. What is the presenter's full name?

2. Who does he work for?

3. What will he talk about today?

