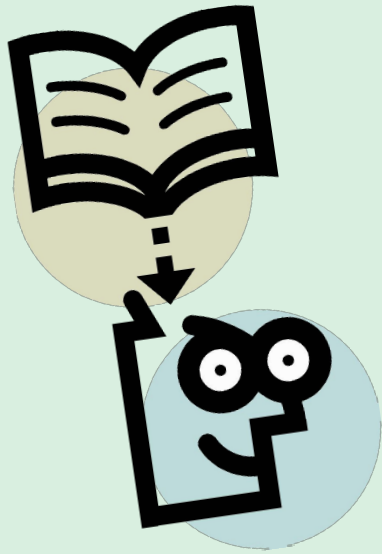


Making a Successful Presentation



Outline (План)

- presentation structure and linking ideas; (структура презентации и связующие идеи)
- making a good introduction; (хорошее представление)
- speaking vs reading; (разговор vs чтение)
- personal and impersonal styles of language (личные и безличные стили языка)



Presenting the key points (ключевые моменты)

- tell the audience what you're going to say; (расскажите аудитории, что вы собираетесь сказать;)
- say it; (скажите это)
- tell the audience what you've said (расскажите аудитории, что вы сказали)



Following the plan (p. 23)

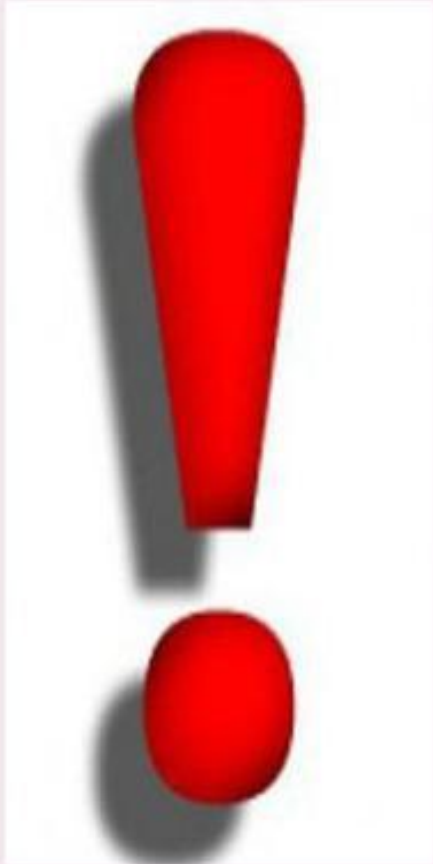
- **Stating the topic/purpose:** *I'd like to talk today about...Сегодня я хочу поговорить о...*
- **Outline:** *I've divided my talk into...Я разделил свой доклад на ...*
- **Questions:** *If you have any questions, please...Если у вас есть вопросы, пожалуйста ...*
- **Part 1:** *Let's start with.../So that covers...Начнем с... / Итак, это касается...*
- **Part 2:** *Let's leave that there...Оставим это здесь ...*
- **Part 3/4 etc:** *...and turn to... и обратите внимание к*
- **Summary:** *To sum up...*
- **Conclusion:** *In conclusion...*

Purpose of the presentation

- Why are you making this presentation?
- What take away do you want for your audience?
- What do you want them to do?



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Fonts

- English language

- English language

- *English language*

- *English language*

Colour

- **Contrast**

- Contrast

- **Contrast**



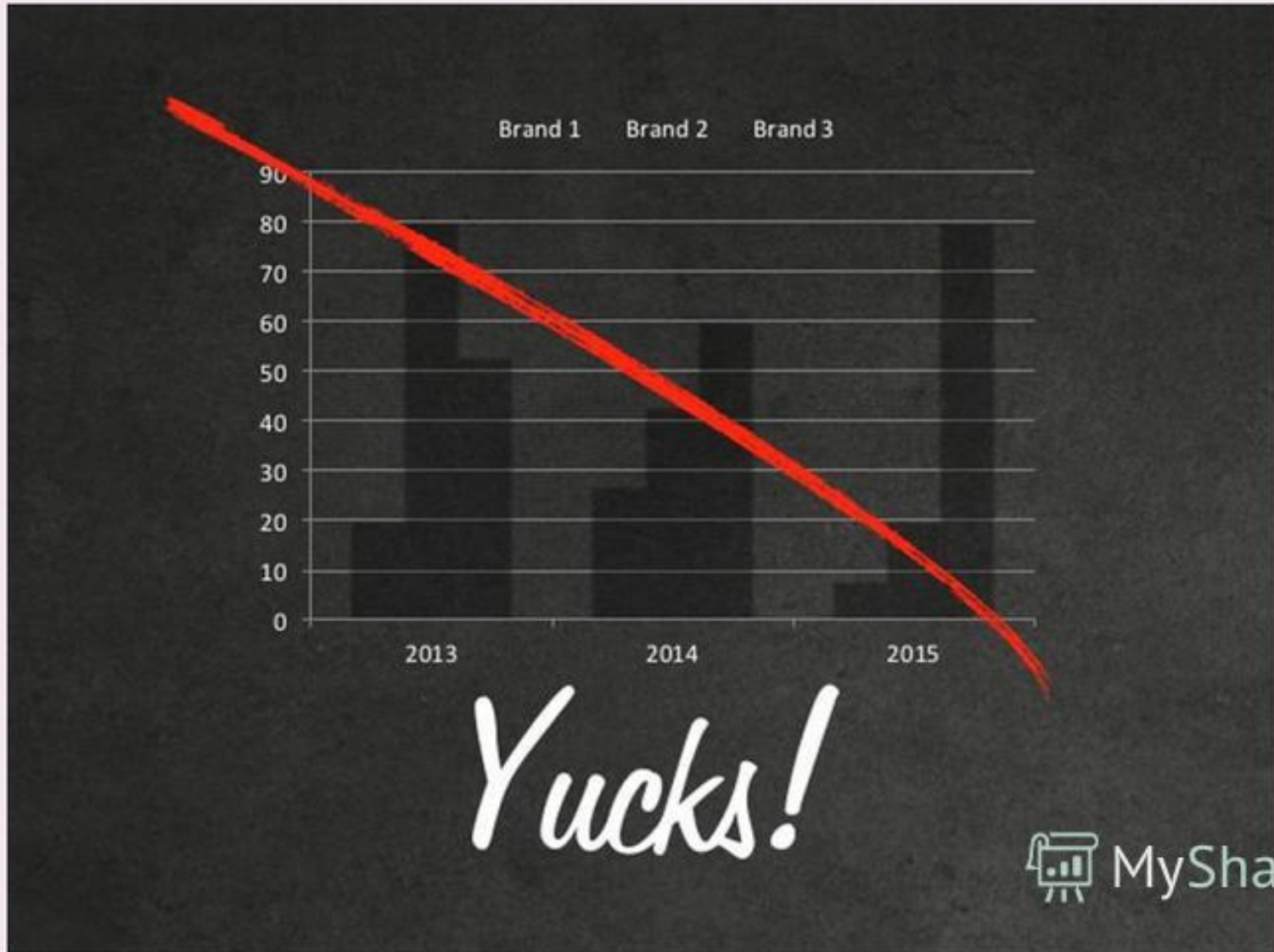
Contrast
is important

Managing the material

- Material must be sequenced
- Communicate the shape of your thinking
- Keep it simple
- Avoid Jargons



Graphs



Pictures



SLIDES

Are Visual



MyShared

- **GESTURES**



- LOOKING AFTER YOURSELF



Introducing yourself and your talk

- Greeting, name
- The title
- Purpose
- Length (длительность 5-7 мин)
- Outline/Main parts
- Questions
- Reference to the audience

Top tips: *Effective Presentations*, p. 55



- Use these tips, they will help you to win over the audience

*Thank you for your
attention*

H/W:

- Make a PPT on the topic “My business invention”+ using the tips

