



Giving presentations in English

IEF CUP

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10 ways to reduce your presentation anxiety

1

1. Know the room



arrive 30 mins earlier



walk around the room



stand at the lectern



speak into the microphone



2. Know the audience





3. Know your material



- practice your speech!



10 ways to reduce your presentation anxiety

4

4. Learn how to relax



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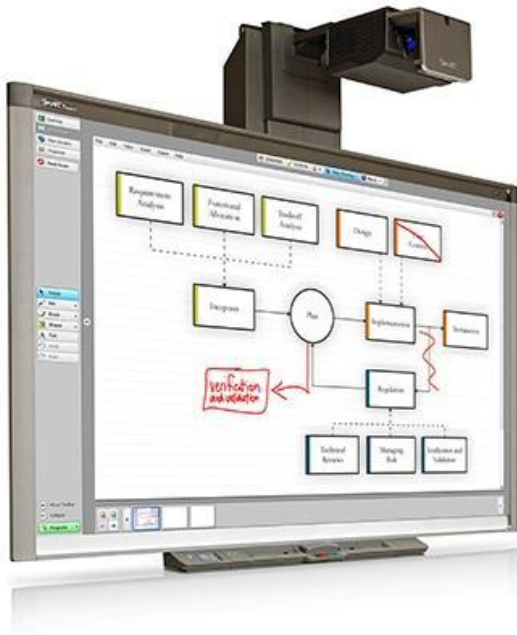
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10 ways to reduce your presentation anxiety

5

5. Visualize yourself speaking



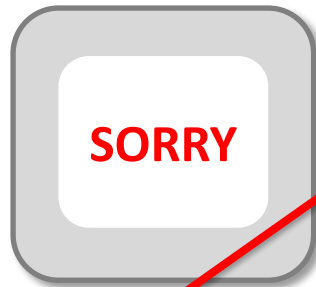


6. Realize people want you to succeed



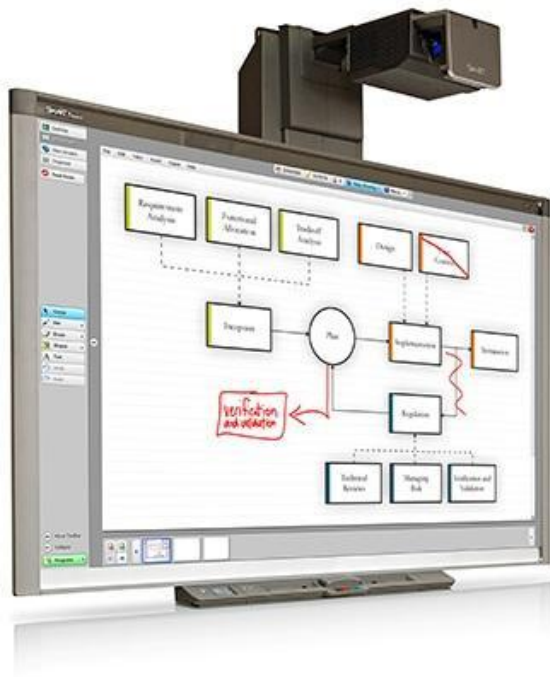


7. Don't apologize for being nervous





8. Concentrate on your message





9.
Turn

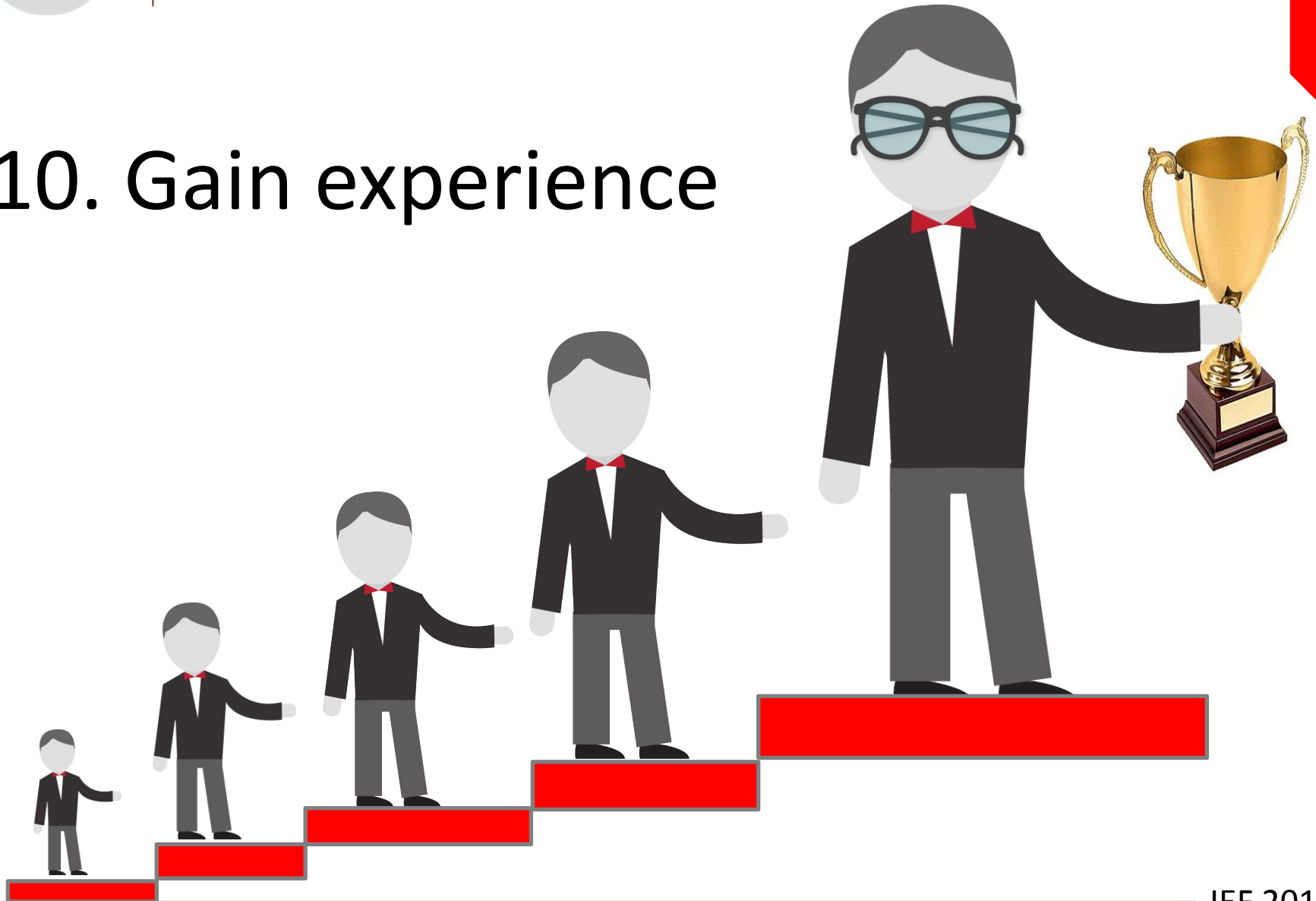
nervousness

into

positive energy



10. Gain experience





GUIDE

to

classic presentation structure





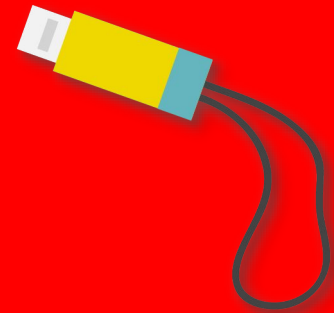
GREETINGS

Salutation
Introducing your team



INTRODUCTION TO PRESENTATION

Sequence presentation





PRESENTATION

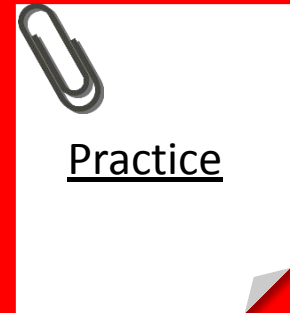


Question time

Check and rephrase for understanding



Closing salutation





Presentation preparation sheet

1. Introducing of Speaker

2. Theme of presentation

3. Main points of presentation

4. Presentation

- Part one
- Part two
- Part three
- Part four

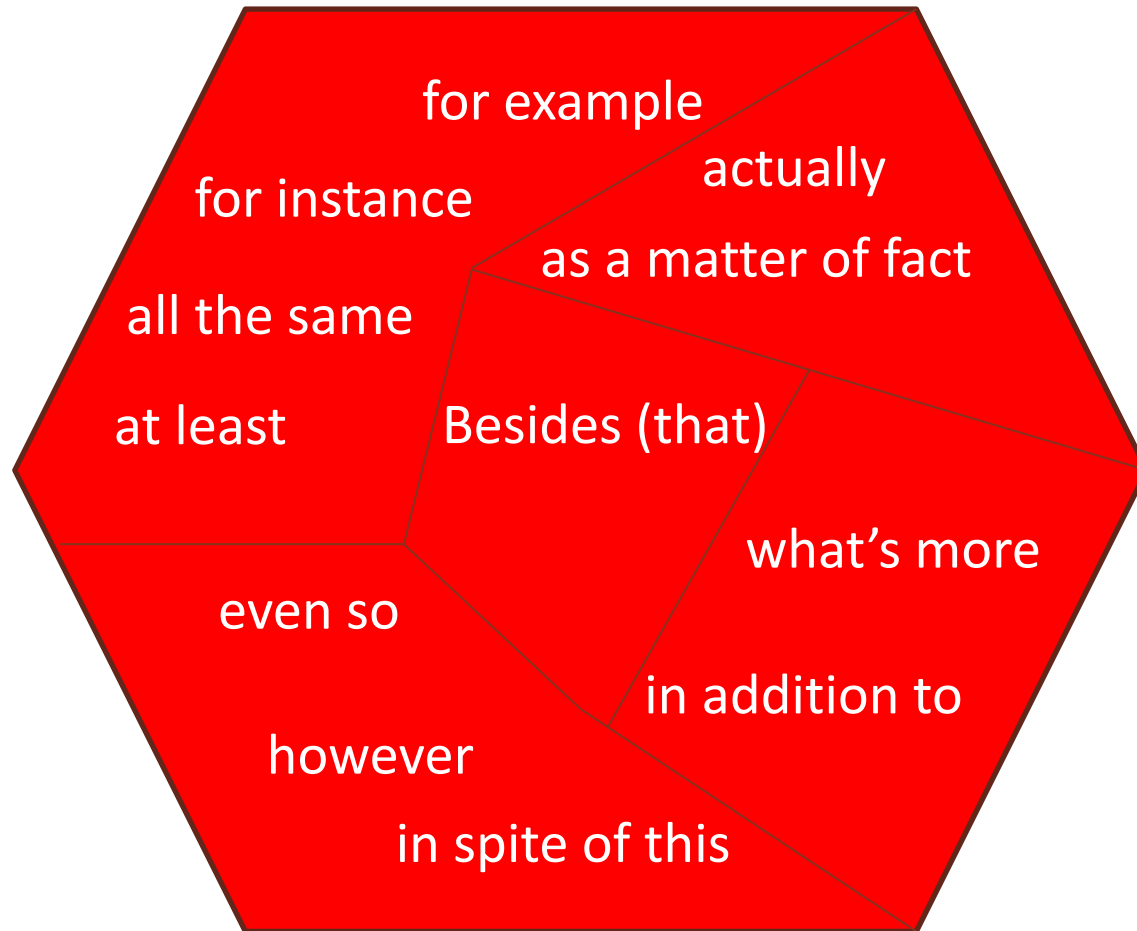
5. Summary

6. Question





Developing an argument





Talking about the content of visual aids

Pie chart

Map

Bar graph

Table

Plan

Line graph

Flow chart

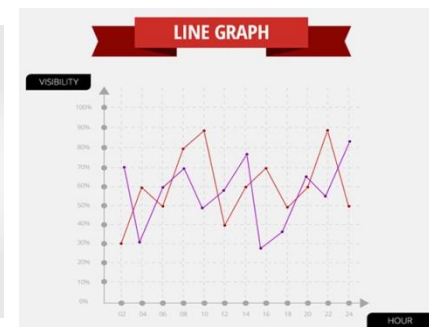
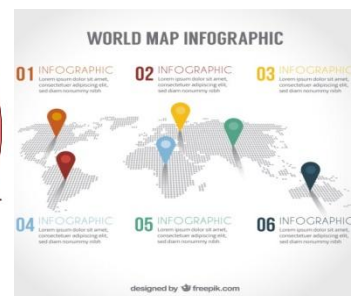
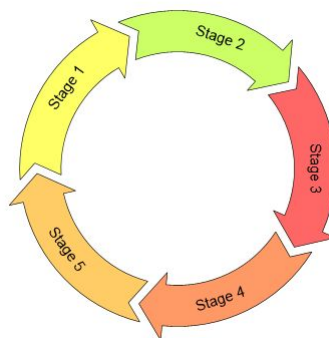
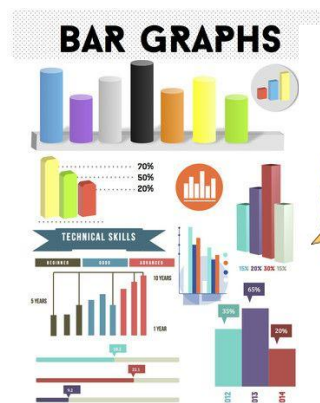
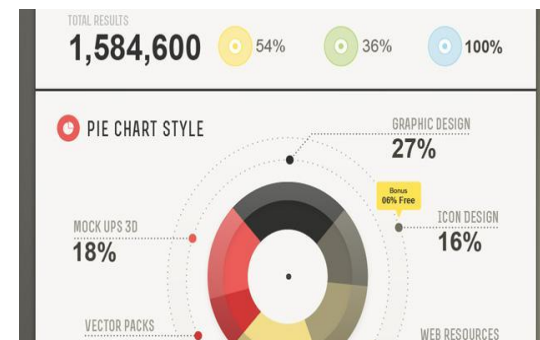
Diagram



Interactive Table

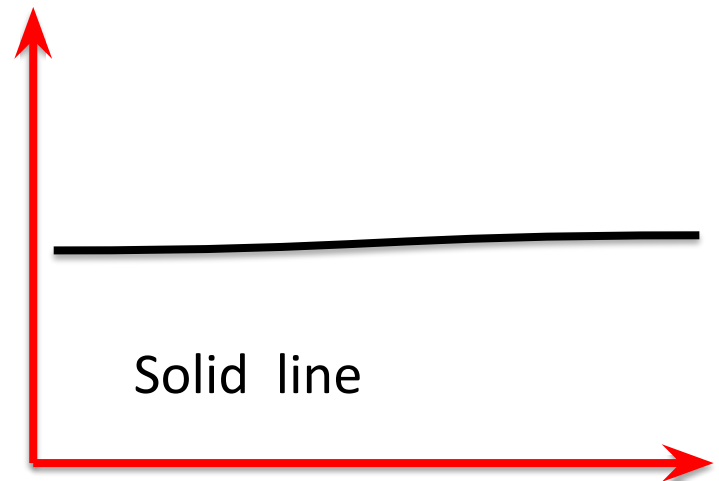
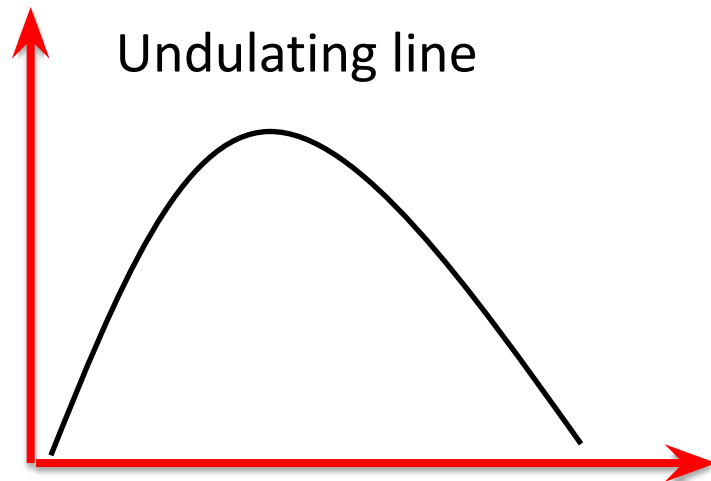
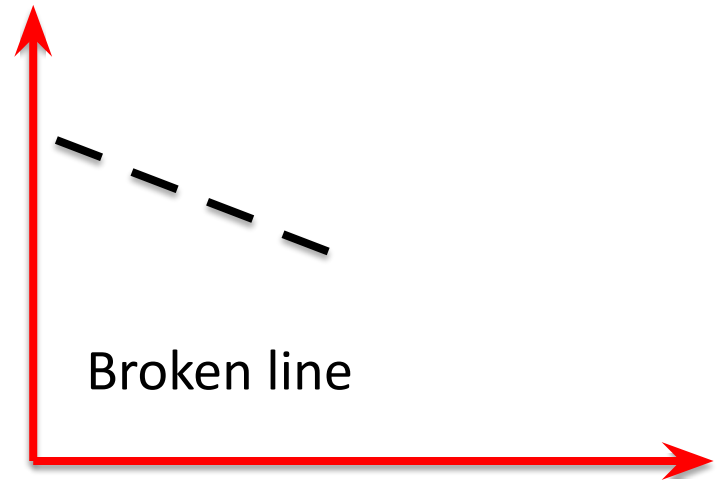
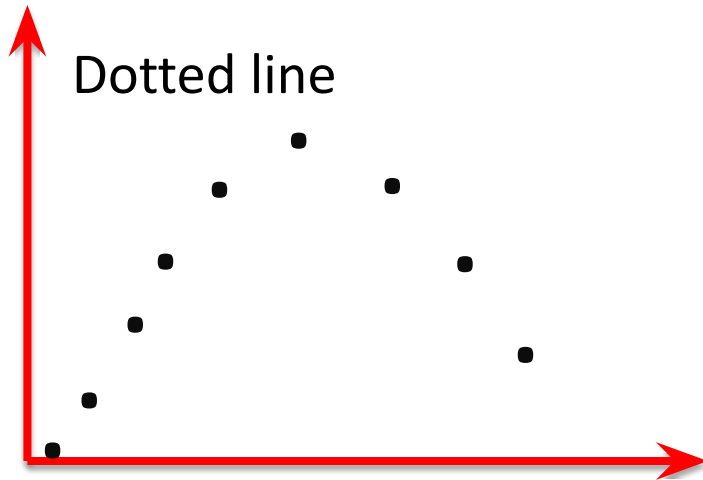
Hover over the columns to view additional information

	COLUMN ONE	COLUMN TWO	COLUMN THREE	COLUMN FOUR
Row 1	Value 1	Value 1	Value 1	Value 1
Row 2	Value 2	Value 2	Value 2	Value 2
Row 3	Value 3	Value 3	Value 3	Value 3
Row 4	Value 4	Value 4	Value 4	Value 4
Row 5	Value 5	Value 5	Value 5	Value 5





Talking about the content of visual aids





Bar Graph

Screen

p.a. system

Flip chart

Pie Chart

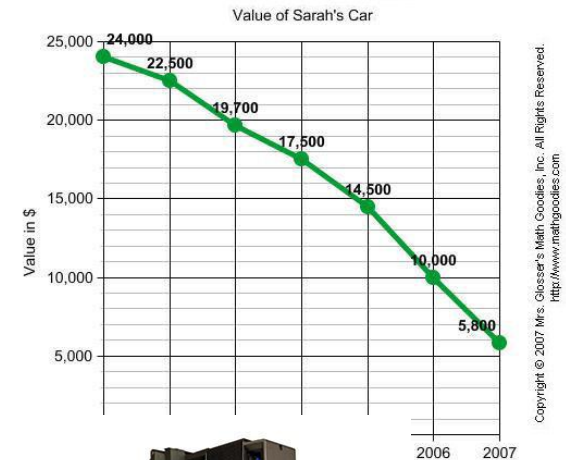
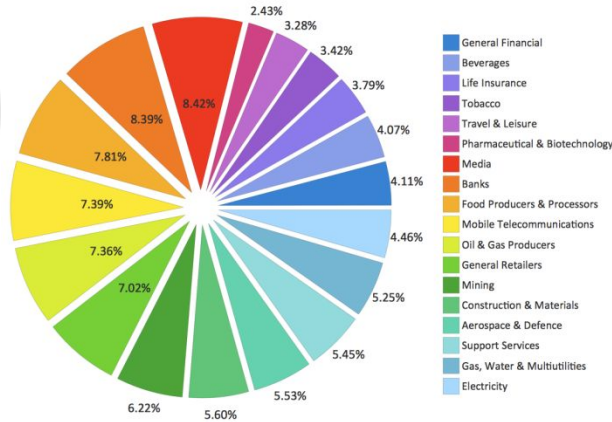
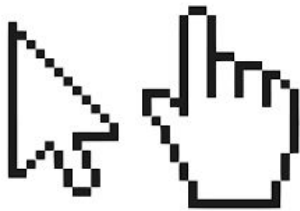
Notes

Handout

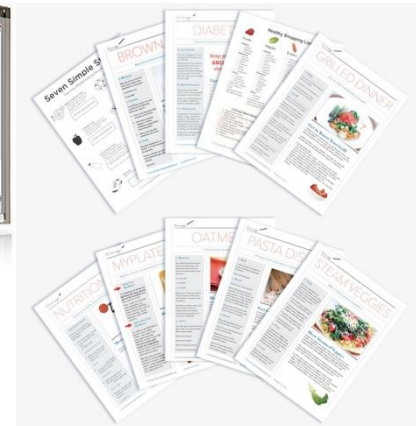
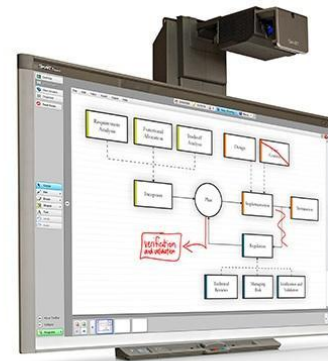
Pointer

Line Graph

Overhead projector



Student's Favorite Color



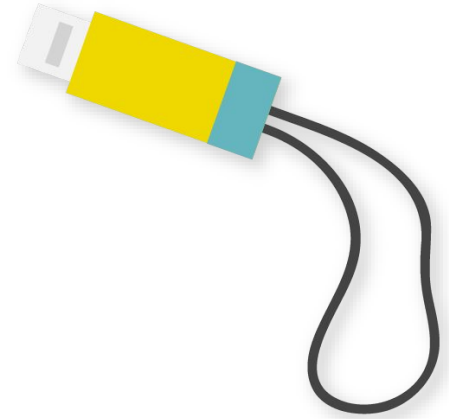


SWOT Analysis

My Organization	
INTERNAL	
Strengths	Weaknesses
EXTERNAL	
Opportunities	Threats

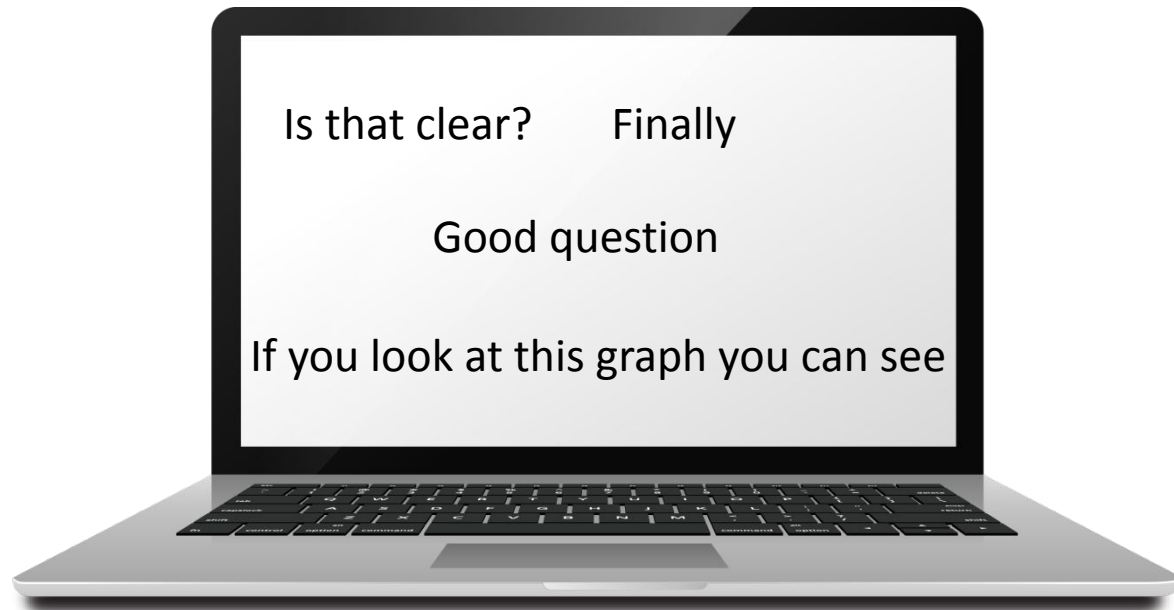


Presentation language



So, let's start with/by
I'm going to talk about
The aim of my
topic...
Now, let's move on to

This diagram shows
I've mentioned earlier
I'd like to draw attention





Using your voice

Good morning ladies and gentlemen.//
I'm very glad to be here today// to
have the chance// to tell you about
our company.// Our company was
founded in nineteen fifty eight // as
a small family business.// Today it
employs more than four hundred and
sixty people // and it has an annual
turnover // of two hundred million \$.//





"A PICTURE IS WORTH
1,000 WORDS"

“

SOMETHING IS HAPPENING. WE ARE BECOMING A VISUALLY MEDIATED
SOCIETY. FOR MANY, UNDERSTANDING OF THE WORLD IS BEING
ACCOMPLISHED, NOT THROUGH WORDS, BUT BY READING IMAGES ”

-Paul Martin Lester



Studies show that people remember:



10%

of what they hear



20%

of what they read



80%

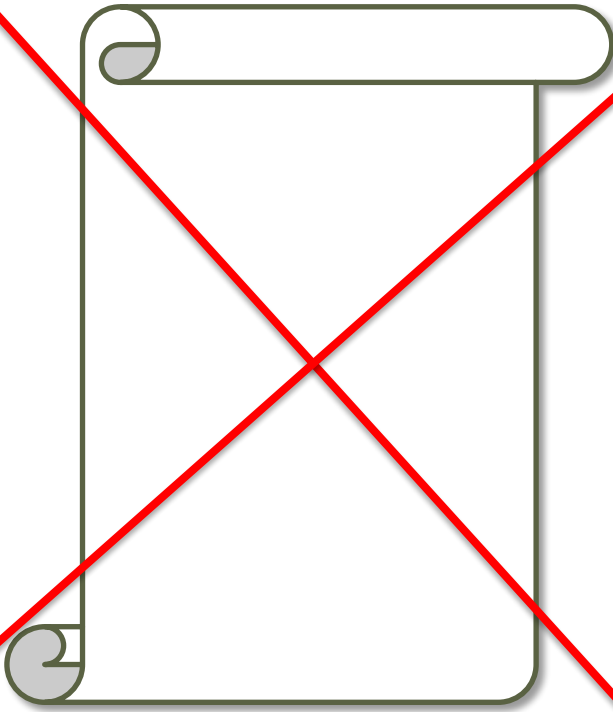
of what they see and do



8 things to avoid in your presentation

1

1. Reading aloud





8 things to avoid in your presentation

2

2. Mumbling



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3. Monotonous delivery





8 things to avoid in your presentation

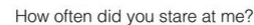
4

4. Speaking very quickly





5. No eye contact with audience





8 things to avoid in your presentation

6

6. No gestures





7. Giving difficult information with no explanation





8 things to avoid in your presentation

8

8. Hands in pocket





Final checklist

- ✓ Your name
- ✓ Title/subject of your presentation
- ✓ The aim of your presentation
- ✓ The length and time of your presentation
- ✓ The main parts of the presentation
- ✓ Use of visuals
- ✓ Getting prepared for questions
- ✓ A reference to audience-human touch





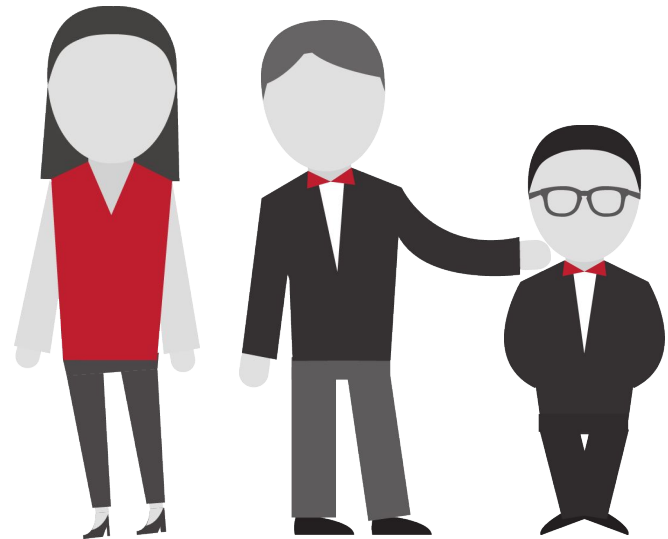
Useful information



May, 12 at 10-00 in 3207

Russian part in 3407

English part in 3204



WISH YOU GOOD LUCK!

