

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? How did it go?
- 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
• Don't be _____. • _____ and be _____.	• Be _____. • Use those _____ to your advantage. • Make sure you know your _____.
Vivek	Jenny
• _____ Remember, you're the most _____ person in the room.	• _____ Know your _____.

Do you disagree with any of the advice given?

C

Watch the second part of the video. Write the name of the speaker (Chris, Kieran, Prad, Tolani) next to 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 one's 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

Match the speaker to their quote. Use the transcript to check your answers.

- | | |
|--|--------|
| 1. 'The ability to think on your feet is another good one.' | Chris |
| 2. 'You need to have good people skills .' | Prad |
| 3. 'Don't lie or pretend .' | Tolani |

What is the meaning of each phrase in bold? If you are unsure, ask a partner or use an online dictionary.

B

Read these extracts from the video.

'It's not a bad thing to be afraid, **you know**. I've been doing it for many years.'

'It's, **you know**, the more you practise, the better you get.'

'It's not just about the delivery, but it's how you're connecting, **you know**.'

'So, if you're natural and wanting to, **you know**, talk to people and work with people then that would also come through within your presentation.'

Look at the phrase in bold, 'you know'. Discuss the questions with a partner.

- What is the purpose of the phrase?
- Why do you think it is used so frequently?

Look back at the quotes in Language focus A. Where would be a natural place to add 'you know' in each phrase?

C

Read this extract from the video again. Discuss the questions with a partner.

'It's not just about the delivery but it's how you're connecting [with your audience].'

1. 'It's' is used twice in the extract. Can you rephrase the sentence without using 'it's'?
2. What do you think 'it' refers to in this utterance?
3. Why do you think the speaker uses 'It's (not just) ...'? What impact might it have on the listener?

D

Change the way these speakers introduce their ideas to match the pattern in Language focus C. The first idea has been provided – include this in your next sentence.

Chris: Confidence is a big one [skill needed for presentations]. The ability to think on your feet is another good one.

1. Confidence is one skill needed for presentations, but _____
_____.

Kieran: Confidence...knowing your topic and knowing your audience.

2. It's important to know your topic, but _____
_____.

Write your own idea:

- Introduce one skill that is important for presentations.
- Explain an additional skill, starting your sentence with 'It's (not just) ...'.

Communication focus

A

Complete either task 1, 2 OR 3.

Task 1

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

- 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?

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 and snappy.
- The video should be done in one take, but you can practise beforehand.