Presentation

Presentation Tips

Preparation
- research   -non-research
- format   -speak on what you know
- Notes- outline main points
  -note cards vs. full sized paper

Practice
- practice makes perfect
- revision
- get time right

Presence
- -nervousness- fright is common
- -Body language
- -voice tone
- -gestures
- eye contact
- -positive attitude

Gapfill
Below is the script for *Talking Business: Presentations: Tips*. Fill in the eight gaps using the words below, then listen and check.

entertaining
right
structure
short
end
long
point
feed

Male: With a presentation, I think the aims and the **1.** _____ need to be clear.

Male 2:I like to wait until the **2.** _____ of the presentation before people **3.** _____ back on what I've just said, rather than interruptions throughout the presentation.

Male 3: I think of a presentation … If you're standing up in front of a group of people, you need to make sure you're **4.** _____**,** make sure you're engaging, make sure you're interesting, make sure you're relevant, make sure you're talking to the **5.** _____ audience.

Female: Don't make it too **6.** _____ , otherwise people fall asleep! Be **7.** _____ , precise and to the **8.** _____ , definitely.