

## Presentation 2

### Things You Shouldn't Do

- Read directly from notes
- Read directly from screen
- Turn back on audience
- Slouch, hands in pockets
- No um, ah, you know's
- No nervous gestures
- Talk too fast,
- Talk too quietly



### Things You Should Do

- Eye contact
- Can glance at notes
- Appropriate gestures
- Rhetorical questions to involve audience

### ***Presentations: Opening***

Below is the script for the two audio clips on *Talking Business: Presentations: Opening*. The scripts contain a total of ten mistakes. Try to correct the mistakes, then listen and check.

#### **Clip 1**

“Ladies and gentlemen, thank you very lot for come along here today. I hope my presentation isn't going to take too long and that you will find it interesting. The purpose of today's presentation is for discuss how can we improve internal communications within our company. Now let me beginning by explaining that I'd like to talk about the business case for better communication; secondly, I want to cover different styles and methods; and final I would like to finish off by talking about some of the basics we need to have in place to deliver good quality, consistent communications across the company. I'd be very happy to instruct you to ask questions in the end of the session and I'm sure there'll be plenty of time for us to discuss some of the points that have been rised.”

#### **Clip 2**

“Good afternoon, ladies and gentlemen. Thank you for finding the time to come and join me for this presentation this afternoon. My name is Tim Mason, I'm a retail consultant, and many of you will have seen me shadowing you in your jobs and looking through the accounts and so on in the company over the last week. I've invite you here today to have a look on my findings. First, I'd like to have a look at the performance of the company, the sales of the company over the last three years; then I'd like to have a look at our market share in the womenswear market and look at our competitors; and thirdly, I'd

like to suggest some improvements in our range of womenswear. At the finally I'd be happy to answer any of your questions."