

Day 31

Vocab Review

Fill in the blanks.

1. The house has a beautiful s____ing overlooking the river.
2. Their services are t____ed to clients' needs.
3. The county took steps to e____e water quality.
4. Don't o____d the washing machine, or it won't work properly.

3 Presentations



Module 3.2 Becoming an effective presenter



Reading/ Writing

Complete the sentences with words from the box.

impact/ slowly/ gestures/ listening/ involvement/ empty/ lack/ small/ smile/
confident / hands/ audience/ deliver/ responds/ chest/ deeply

When you make a presentation, your learn what you are saying as well as to your body language. Try to make an and your presentation enthusiastically.

- You should stand straight. You need to appear Don't keep your arms on, which makes you look defensive. Don't stand with your in pockets, which shows of interest.
- The most important thing you should do first of all is to, which is the best non-verbal ice breaker. Remember that smiling makes you look confident and relaxed, which is a quality required for a good presenter.

- Don't make yourself look like to be speaking to an room. Try to make contact with your audience.
 - Give your audience a sense of by making eye contact. Remember to share eye contact with all members of a audience and all areas of a large audience.
 - You should use to emphasize your important points.
 - Instead of using assertive sentences all the time, try to use some questions. It will wake your audience up and start to your talk.
- Your voice should be loud enough so that your audience can hear you clearly. Also you should speak about 20% more than normal so that your audience can follow your presentation.
- Breath, which will help you feel less anxious.

**Module 3.3 Introduction****Reading**

The introduction to your presentation is crucial. It is your first point of contact with your audience; you can either capture or lose your audience's interest in a matter of seconds. Try using the following structure:

In the opening lines, after welcoming the audience, introduce yourself. Then briefly explain the purpose of your talk and provide an overview.

Language Checklist: The introduction to a presentation

Greet your audience	Good morning, ladies and gentlemen. First of all, thank you very much for coming here today.	Hi, everyone. It's good to see you all here today.
Introduce yourself	My name's (your name) and I'm (your job title, e.g. the Marketing Manager/ a financial analyst) for (your organization).	As you know, my name is (your name) from Sales/ IT here at (your organization).
State your topic	The subject of my presentation today is . . .	Today I'm going to talk about . . .
Explain why your topic is important	My topic is of particular interest to those of you who . . .	This is important for you who . . .
Outline the structure	I've divided my talk into (three) parts. In the first part Then in the second part In the final part	My talk will be in (three) parts. First Second Finally
Length	My presentation will take about 30 minutes.	
Handouts	I'll be handing out copies of the salient features of my presentation at the end of my talk.	
Policy on questions	If you have any questions, please feel free to interrupt me at any time.. (Or after my talk there'll be time for any questions.)	



Listening

Listen and fill in the blanks.

Good afternoon, ladies and gentlemen. First of all, thank you very much for here today. My name's Jack James and I'm Finance Director AZ International. I'm here today to talk to you about the future for our company. My talk is particularly to you, our, because I'm sure you'll agree that AZ is growing from to Let me take you through what we'll be discussing today. (pause) I'll start by reporting last year's financial results. Then I'll talk about our recent in the past Finally, we'll look at our and the company's plans for the future. (pause) My presentation will about forty minutes. Please free to me if you have any questions, or if there's anything you don't follow.

➤ Practice/ Homework

Prepare a two minute introduction to a short talk on your company/ school and practice at home. Try both formal and informal versions. Refer to the Language Checklist above.

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. not willing to do something and therefore slow to do it
- B. to maintain; continue
- C. not deep
- D. causing enthusiasm and interest
- E. lack of interest

1. shallow
2. apathy
3. reluctant
4. sustain
5. stimulating

Fill in the blanks.

1. Universities have been asked to make their courses more attractive and s_____ting.
2. The stream was quite s_____w so we were able to walk across it.
3. Many parents feel r_____ant to talk openly with their children.
4. There is a growing sense of a_____y among teens.
5. The team may not be able to s_____n this level of performance.

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