# Day 32 + Day 33

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.
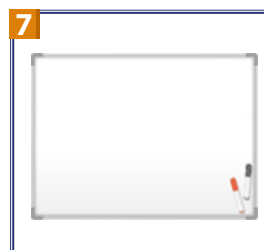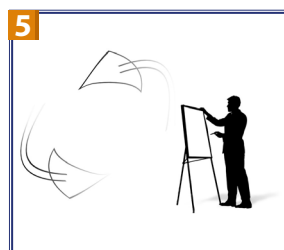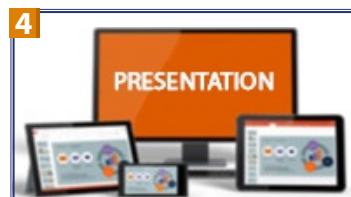5. The team may not be able to s_ _ _ _ _n this level of performance.

3 Presentations

Module 3.4 Using visual aids
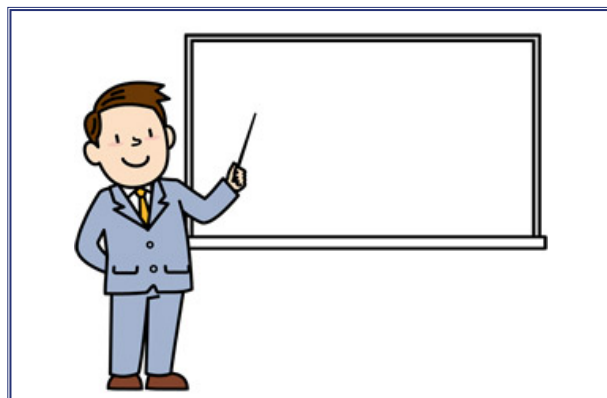
LEAD-IN Look at the pictures below. Label the tools used to present visual information.

➢ Advantages of using visual aids
Elicit some advantages of using visual aids

➢ Why do we use visual aids?
Look at the graph and complete the sentences with words from the box.

> break / illustrate / thousand / 50% / comprehension / retained

Using visual aids helps you to achieve your aims. Research shows that only 10% of information the audience obtained through text is ………… after three days, while as much as ………… of information is retained through visual aids. "A picture is worth a ………… words" indeed. Visual aids can improve audience ……………, can give them a …………… from listening, and also can help ……………. complex ideas.

➢ Most business presentations have three main parts: Introduction, Main points, and Conclusion.

Match the phrases (1 – 6) with each part of the presentation (A – C).

1. summarize your main points on a slide
2. indicate a structure to your presentation by listing your main points
3. support technical information with clearly displayed data
4. display the title of your presentation
5. present your conclusion in a succinct phrase or image
6. offer evidence to support your argument

A. Introduction
B. Main points
C. Conclusion

➢ Different types of visual aids
There are various visual aids you can use. If you use visual aids, keep them simple and make sure that they support and add emphasis to your argument – not distract the audience from what you are saying.
The following advice will help you make the most of different types of visual aids.
Read the text, then mark the sentences that follow (a. to g.) as True or False.

● PowerPoint (or equivalent)
Microsoft PowerPoint is probably now the most commonly used form of visual aid.
•Do use a big enough font (minimum 20pt)
•Do keep the background simple.
•Don't use endless slides of bulleted lists that all look the same.

● Whiteboards

Although the whiteboard markings do not produce any dust and easy to draw something on the spot, it takes time to write and you cannot see your audience while you are writing. Writing on a whiteboard takes time and, once you finish writing, you have to erase it, which also takes time. Care has to be taken that your handwriting is legible and sufficiently large enough to be seen by all the audience.

● Flip charts

One of the oldest visual aids around, before the days of fancy electronics, the flip chart can still be a highly effective way
to convey points during a presentation, especially when presenting to groups of up to 25. It requires no power source and no technical expertise. Title each page with a short topic or heading. Do not use pastel colors. Black, blue are preferable and dark green and brown are acceptable. The color red should be used only for emphasis. Don't talk to the board while writing on it.

● Microphone

You should use a microphone. Speak in a clear voice. You should repeat questions from the audience into the microphone, which helps every member of the audience to hear the question asked.

● Handouts

Handouts are very useful. Use a handout if your information is too detailed to fit on a slide or if you want your audience to have a full record of your findings. However, think carefully about when to distribute your handouts. Giving out handouts at the start of a talk will take time and the audience may start to read these rather than listen to what the speaker is saying. Given too early and they may prove a distraction. Given too late and your audience may have taken too many unnecessary notes. Given out in the middle and your audience will inevitably read rather than listen. One way of avoiding these pitfalls is to give out incomplete handouts at key stages during your presentation. You can then highlight the missing details vocally, encouraging your audience to fill in the gaps. Have extra handouts for unexpected participants.

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a) Don't use black when using flip charts.	True/ False
b) Distribute your handouts at the beginning of your talk.	True/ False
c) Avoid repeating questions from the audience into the microphone.	True/ False
d) One of the pitfalls of using a whiteboard is that it does not require constant erasing.	True/ False
e) There is no need to number your overheads.	True/ False
f) Keep the background simple and use red when using PowerPoint.	True/ False

Match each definition (A – O) with today's vocabulary word (1 – 15)

DEFINITIONS

A. a raised area on which a person stands to speak to a large number of people, to conduct music, or to receive a prize in a sports competition
B. a likely problem
C. to show the meaning of something more clearly
D. to put two or more things into a straight line
E. continuing to keep something
F. able to be read easily
G. the ability to understand completely
H. a color that is pale and soft
I. a wise saying or proverb
J. to limit something
K. related to something being discussed
L. the ability to do something well
M. to become less bright
N. a high level of knowledge or skill
O. involving numbers

1. illustrate
2. retention
3. adage
4. comprehension
5. restrict
6. competence
7. relevant
8. numerical
9. dim (v)
10. align
11. expertise
12. pastel
13. podium
14. pitfall
15. legible

Fill in the blanks.

1. He took financial advice on how to avoid the p_ _ _ _ _s of setting up your own business.
2. The lecturer i_ _ _ _ _ated his point with a diagram on the board.
3. You need to a_ _ _n the numbers properly in a column.
4. The letter was faded and barely l_ _ _ _e.
5. He has no c_ _ _ _ _ _nsion of the size of the problem.