

Presentation Skills Workshop

(a two-hour lesson for the end of the year, right before their final presentations)

- 1) Review former presentations. Students should point out what was effective and what was not.
Make a list.
- 2) Check the pronunciation of some key words students always get wrong. (you should be able to make your own list!)
- 3) Show 2 slides from *Making Presentations*, pp 39, 41, 52, Essential Managers, Dorling Kindersley: personal appearance, avoiding bad habits, eye contact
- 4) Presenting: Unit 12 Giving a formal presentation, *Business Result Intermediate*, pp 74-75, Oxford University Press (any other listening on presentations language will do).
- 5) Put students in groups of 4. In pairs, they are going to give mini-presentations (2 minutes max) on given subjects. Put them into the 4 corners of the room. One pair speaks and the other one takes notes on presentation skills, thanks to an assessment sheet (print 4 per group then cut them in half). The idea is not for students to give a grade to each other, but to explain what could be improved regarding their body language, eye contact, etc. They should not hesitate to interrupt the speaking pair, it has to be quite interactive. Then they swap roles. Each pair should make 2 presentations. They both prepare at the same time and then listen to each other.
- 6) Review what has been done, how students have improved or become aware of their mistakes.

Mini presentation topics

Sports, processes, information technology, the internet

skiing	yoga	climbing	football
-slope / off-slope -danger, caution -equipment -skis, ski poles -ski resort -ski lifts	-breathing -relaxation -self-control -meditation -stress	-ropes -safety hats -danger, caution -handhold, foothold -snap hook	-football player -football field -sports gear -referee -hooligans -racism
wine making	cheese making	honey making	beer making
-grapes -harvest -to crush -oak vats -bottling	-goat, cow, to milk -curdling -draining, salting -packaging -heating, aging	-bees, beehives -smoking -uncapping cells -extracting -filtering	-yeast, barley -brewing -fermentation -distillation -bottling
e-learning	teleworking	telemedicine	e-commerce
-computer-based -online resources -flexibility, convenience -environmentally-friendly -motivation	-from home -networks, wi-fi -groupware -environmentally-friendly -heavier workload -alienation	-diagnosis -remote(ly) -surgeon -to operate on -videoconference -robots	-products -choice -prices -comparison -e-bay -rip-off, scam
youtube	MMPORG	facebook	Google
-video sharing -6 billion videos viewed in Jan '09 -copyright -inappropriate content -privacy	(massively multiplayer online role-playing game) -World of Warcraft -addiction -identification -virtual reality	-social networking -personal profile -share data -create groups -200 million users -time spent	-search engine -tools -Picasa, Gmail... -10,000 employees - since 1997 -influence -digital library

Assessing Presentation Skills (.....)

Body language			
<ul style="list-style-type: none"> - personal appearance - posture - eye contact - referring to notes - irritating tic (describe) 	crumpled t-shirt slouching never looks up reading	ironed t-shirt hands in pockets at the same person a lot	ironed shirt upright at everyone sometimes
Introduction			
<ul style="list-style-type: none"> - introduces himself - defines the topic - gives the plan - mentions questions 	no no no no	yes but unclear yes but unclear yes but unclear yes but unclear	yes yes yes yes
Transitions	none	sometimes	always
Voice			
<ul style="list-style-type: none"> - volume - pace - confidence 	too low too slow panicked	too loud too fast bored/boring	right right enthusiastic
Questions			
<ul style="list-style-type: none"> - understands the Q. - can reply to the Q - asks to repeat the Q 	no no looks lost	partly partly with difficulty	yes yes correctly
General Comments			
<ul style="list-style-type: none"> - pronunciation - grammar - vocabulary 	French poor poor	all right all right quite good	good good very elaborate

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