

GIVING PRESENTATIONS

**SAY WHAT YOU ARE GOING TO SAY,
SAY IT,
SAY WHAT YOU HAVE SAID.**

I. “SAY WHAT YOU ARE GOING TO SAY” – INTRODUCTION

- 1.** Greet the audience and introduce yourself.
- 2.** Introduce the subject, establish contact.
- 3.** Give the plan and timing.

II. “SAY IT” – THE BODY OF THE PRESENTATION

1. Develop your points.
 - a) Do the signposting.
 - b) Deal with visuals.
 - c) Check understanding.

III. “SAY WHAT YOU HAVE SAID” – FINISHING THE PRESENTATION

- 1.** Summarize.
- 2.** Deal with questions.
- 3.** Give contact information or references.

I. INTRODUCTION

1. GREETING THE AUDIENCE AND INTRODUCING YOURSELF

Use the appropriate style of communication.

“Hi, guys!”

”Hello, dear friends.”

“Good morning, colleagues.”

“Good morning, ladies and gentlemen.”

Introduce yourself

“My name is...”

“I’m (a/an)...”

I. INTRODUCTION

1. GREETING THE AUDIENCE AND INTRODUCING YOURSELF

Why do we have to listen to you?

- I have the necessary knowledge.
- I have the necessary experience.
- I want to give you the information that is important for you.

I. INTRODUCTION

2. INTRODUCING THE SUBJECT, ESTABLISHING CONTACT

Strategy 1

Asking a rhetoric question + announcing the subject

“Have you ever wondered what kind of electric motor takes you to the university in a trolleybus or washes your clothes in a washing machine?”

In my presentation today I’m going to tell you about different types of electric motor and describe the principles they work on.”

I. INTRODUCTION

2. INTRODUCING THE SUBJECT, ESTABLISHING CONTACT

Strategy 2

**Giving some interesting facts and figures +
announcing the subject**

“Do you know that in 2017 the number of people using the Internet in our country reached 87 million people that makes 71% of population?”

In my presentation today I'll be talking about different kinds of computer networks and their role in our life.”

I. INTRODUCTION

2. INTRODUCING THE SUBJECT, ESTABLISHING CONTACT

Strategy 3

**Asking the audience to do something + announcing
the subject**

“Please, raise the hands those who know what the abbreviations CAD and CAM mean. Yes, I see. Nobody does...”

After my presentation you’ll know it because today I’d like to speak about Computer-Aided Design and Computer-Aided Manufacturing.”

I. INTRODUCTION

3. GIVING THE PLAN AND TIMING

“I’ll be developing two/three main points:

- First, I’ll talk about...*
- Then, I’ll inform you about...*
- Finally, I’ll give you some information on...”*

“My presentation will take 10 minutes and then I’ll answer your questions.”

II. THE BODY OF THE PRESENTATION

1. DEVELOPING POINTS. SIGNPOSTING

Signposting ['sain,pəʊstɪŋ]– задание ориентиров

Signposting language is the words and phrases that people use in order to guide the listener coherently through what is being said.

Introducing the first point:

“I’ll begin by telling you about...”

“Let’s start with...”

Passing over to the next point:

“So that’s the general picture for... and now let’s look at...”

“That completes my overview of... so now I’d like to move on to...”

II. THE BODY OF THE PRESENTATION

2. DEVELOPING POINTS. DEALING WITH VISUALS

Basic rules:

- Use the “Rule of Seven”: *No more than 7 words in a line, no more than 7 lines in a slide.*
- Do not overload a slide with information.
- Use no more than 3 colours: 2 basic and one extra.
- Do not read a slide, just comment on it.
- Do not turn your back to the audience when dealing with a visual.

II. THE BODY OF THE PRESENTATION

2. DEVELOPING POINTS. DEALING WITH VISUALS

Useful phrases:

“Look at the picture/graph/table. It shows...”

“The next slide shows...”

“This chart compares...”

Note!

Graph – график. Shows interconnected data.

Chart – диаграмма, схема. Gives visual representation of data.

Table – таблица

II. THE BODY OF THE PRESENTATION

3. CHECKING UNDERSTANDING

“Are you with me?”

“Do you follow me?”

“Do I make my meaning clear?”

“OK so far?”

“Shall I repeat the figures?”

“Shall I get back to the previous slide?”

“Can you see it OK?”

III. FINISHING THE PRESENTATION

1. SUMMARISING

“So, to summarise...”

“So, to sum up...”

“At this stage I’d like to go over the main points again.”

“So, as we’ve seen in this presentation today...”

III. FINISHING THE PRESENTATION

2. DEALING WITH QUESTIONS

You are ready to answer the questions:

“Now, I’d be happy to answer your questions.”

You can’t or don’t want to answer the question:

“Unfortunately, the information on the subject is limited at the moment.”

“Unfortunately, I’m not in the position to answer this question.”

III. FINISHING THE PRESENTATION

3. GIVING CONTACT INFORMATION OR REFERENCES

“For more detailed information, please look up the information on our site (site address).”

“In the folder which I’ll be distributing you’ll find copies of...”

***Thank you for your
attention!***