

## 9

## Presentations 1

Personnel Guidelines and Policy Manual

Strauss &amp; Nicholson

Section 11:

## Presentations

laser pointer

projector

chart

## Get ready!

1 Before you read the passage, talk about these questions.

- 1 What devices might be used in a presentation?
- 2 How can you express information about numbers in a presentation?

## Reading

2 Read the excerpt from the personnel guidelines. Then, choose the correct answer.

- 1 What is the main topic of the article?
  - A the schedule of presentations
  - B how to prepare for a presentation
  - C a request for new presentation equipment
  - D changes to the company's presentation policy
- 2 Which of the following is NOT a type of graph?
  - A slide
  - B diagram
  - C table
  - D chart
- 3 What are employees asked to do?
  - A include diagrams in all presentations
  - B avoid using images from outside sources
  - C reduce paper waste by limiting copies
  - D request rooms for presentations three days early

You may be asked to give a **presentation** to staff or senior executives. In this situation, please take time to prepare carefully. Review your presentation and ensure that all relevant information is included in a succinct manner. In general, **display** information clearly. Use **diagrams**, **tables**, **charts**, and **graphs** where necessary. In addition, it is highly recommended that you bring extra **copies** of all **handouts**. Copy machines are available for use in the copy room.

## Presentation Delivery

Arrive a few minutes early in order to set up your presentation. All conference rooms are equipped with laptop connections and **projectors**. **Slides** may also be used, if desired. If you include the use of **images** from outside sources, ensure that they are properly **resized**. More specific information on computer use and image manipulation can be found in Appendix A of this book (p. 152).

## Room and Equipment Reservations

Please **reserve** the space for your presentation no less than three days in advance. Sign-up sheets for conference rooms are located in Room B32. You may also reserve the use of a projector, screen, and **laser pointer**. These sheets are kept at the front desk and are available on request.

graph

## Vocabulary

3 Match the words or phrases (1-7) with the definitions (A-G).

- |                  |                   |
|------------------|-------------------|
| 1 — resize       | 5 — slide         |
| 2 — table        | 6 — diagram       |
| 3 — projector    | 7 — laser pointer |
| 4 — presentation |                   |

- A a device used to show images
- B to make something smaller or bigger
- C the act of showing and commenting on information
- D a chart or drawing that explains information
- E an arrangement of data in columns
- F a transparent sheet showing information
- G a device used to draw attention to an area with light

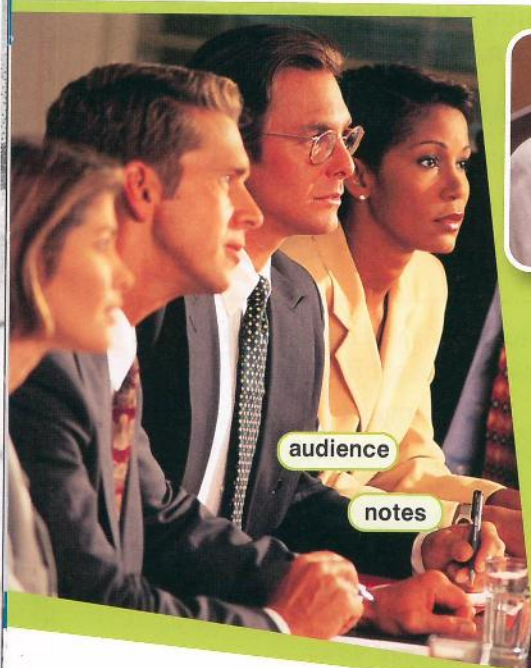


# 10 Presentations 2

Tips for Business Success by Muriel Lancaster

## Section 10

# Presentations



eye contact

body language

A

B

C

D

summarize

## Get ready!

### 1 Before you read the passage, talk about these questions.

- 1 What is the importance of body language in a presentation?
- 2 How might acceptable body language vary from country to country?

## Reading

### 2 Read the section. Then, choose the correct answers.

- 1 What is the section mainly about?
  - A ways to conduct a successful presentation
  - B common mistakes people make in presentations
  - C how to recover when a presentation starts to fail
  - D methods of making presentations less stressful
- 2 What does the author recommend?
  - A taking questions from the audience as they come up
  - B putting the outline of the presentation on a slide
  - C reviewing the important points at the end
  - D glancing at your notes before moving on to new topics
- 3 Why are succinct points important?
  - A They aid in memorizing information.
  - B They assist in improving body language.
  - C They help in keeping an audience's interest.
  - D They facilitate in creating an outline.

Presentations can be nerve-wracking. A survey once asked whether people were more afraid of death, or speaking in front of an audience. Most people said that they were more afraid of public speaking! When your manager or boss is part of your **audience**, presentations can be even scarier.

So what can you do to make a great impression? Here are some tips.

After you know your **topic**, make an **outline** of your presentation. Then **practice** it. Try to **memorize** your key points. This way, you can avoid reading your slides **verbatim**. This will help you sound natural and keep your listeners' attention.

**Body language** is also very important. As you give your presentation, make a lot of **eye contact**.

**Glance** briefly at your **notes** only when needed. Don't fold your arms in front of your body. Instead, stand with an open posture.

Most importantly, don't **bore** your audience! You can maintain interest by keeping your points succinct. If you find yourself staying too long on one point, **move on** to the next. Also, be sure to do a quick **review** at the end. **Summarize** your key themes and points and leave a little time to **take** questions at the end.

## Vocabulary

### 3 Match the words or phrases (1-7) with the definitions (A-G).

- |              |             |
|--------------|-------------|
| 1 — note     | 5 — take    |
| 2 — bore     | 6 — glance  |
| 3 — topic    | 7 — move on |
| 4 — verbatim |             |

- A word-for-word
- B a short piece of information
- C to cause someone to lose interest
- D to allow or accept
- E to progress from one point to the next
- F a subject or main idea
- G to look quickly