9. A Speech/Presentation

Handout

1. What is your personal experience with writing and giving a speech or presentation?
2. What is the difference between speech and presentation?
3. What points should you consider before writing a presentation?
4. What is the structure of the presentation?
5. Are there any useful phrases to be used in your presentation?
6. What is the best way to give the presentation?
7. What points should you keep in mind when giving the presentation?

**References and Bibliography:**

Hornby A. S., Oxford Advanced Learner´s Dictionary 8th edition, OUP, 2010

Team of authors (Gryca, Sosnowska…), Exam Excellence, OUP, 2006Exam Excellence, team of authors, OUP

**Useful links:**

[**http://www.englishclub.com/speaking/presentations.htm**](http://www.englishclub.com/speaking/presentations.htm)

[**http://en.wikipedia.org/wiki/Presentation**](http://en.wikipedia.org/wiki/Presentation)

[**http://www.themanbehindthecart.com/wp-content/uploads/2011/07/Poor-presentation.jpg**](http://www.themanbehindthecart.com/wp-content/uploads/2011/07/Poor-presentation.jpg)

[**http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/1opening.shtml**](http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/1opening.shtml)

**Answer key:**

1. Students’ own answers.
2. The speech – a formal talk that a person gives to audience (e. g. King´s speech, speech at the wedding etc.)

The presentation – a series of computer slides that are presented together with the talk that somebody is giving (e.g. at the meeting, in the class etc.)

1. What points should you consider before writing a presentation?

The purpose of your talk: Inform? Entertain? Persuade?

Audience: Their knowledge, interests, amount of information

Time of your talk

Topic: Your choice or a specific area you should speak about; be realistic in terms of the amount of information and the time you have

Collection of ideas: You need more information to be able to support your speech, notes

1. The structure:

Introduction: basic facts, overview of your presentation

Main Body: Headings show the different sections of your talk – enable you to find the way through the text – you may present for and against arguments in a balanced way, justify only the argument for or only the argument against the general statement

Conclusion – summary of the information and your opinion

1. Useful phrases: There are some versatile phrases to open and close up your presentation

<http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/1opening.shtml>

1. The best way to give the presentation – be prepared, use your notes, do not just read it
2. When giving the presentation:

*Present your ideas, facts you have found*

*Information should be clear and brief*

*Use the right size of pictures, headlines*

*Use only one type of media*

*Prepare handouts*

*Practise your talk*

*Try to predict some of the questions to be asked by your audience*