|  |
| --- |
| Communication Skills: Presenting |

*A. The Structure of a Presentation: Match the component of a presentation with its purpose.*

|  |  |
| --- | --- |
| 1. Introduction | a) The presenter states three to five points that support the main idea of their presentation. Each point is supported by a number of details, facts and/or examples. |
| 2. Body of Presentation | b) The presenter recaps their main idea and each of the points supporting that main idea. The presenter finishes with a statement about the significance of their main idea. |
| 3. Summary | c) The presenter answers these questions. Who are they? What is the main idea of their presentation? What is their presentation agenda? |

*B. Presentation Language: Take notes about the presentation language you hear at each section of the presentation given by your instructor.*

|  |  |
| --- | --- |
| **Presentation Component** | **Presentation Language** |
| Introduction   * Who are you? * What is your main point? * What is the agenda for the presentation? |  |
| Body of Presentation   * Point #1 * Point #2 * Point #3 * Point #4 |  |
| Summary |  |

*C. Tips for Effective Presentations*

1. Don’t start your presentation with an apology.
2. Don’t mention that you are nervous or not as prepared as you would like to be.
3. Have organized notes for reference, but don’t read from them.
4. Speak clearly and slowly.
5. Make eye contact with your audience.
6. Stand up straight.
7. Keep your hands by your side not behind your back, in your pocket, or on your hips.
8. Use gestures to emphasize your points, but don’t use too many.
9. Use visuals where appropriate.
10. Stand still, unless you want to make a point by changing position.
11. Use short pauses to prepare your thoughts.
12. Let your sense of humour and personality show.
13. Clearly and confidently signal the end of your presentation.

*C. Planning Your Presentation: Select a presentation topic from the list provided below.*

|  |  |  |  |
| --- | --- | --- | --- |
| Your favorite food | A current event | Your favorite sport | A hobby you have |
| Your city | Your school | Your class | Your home |
| Your favorite movie | Your favorite singer | Your favorite book | Your family |
| An instrument you play | Your favorite movie star | Your favorite sports star | A vacation you recently took |
| Your home country’s history | Your home country’s geography | Your first language | Your culture |

*D. Use this presentation planner to plan your presentation.*

|  |  |
| --- | --- |
| **Presentation Component** | **Your Presentation** |
| Introduction   * Who are you? * What is your main point? * What is the agenda for the presentation? |  |
| Body of Presentation   * Point #1 * Point #2 * Point #3 |  |
| Summary |  |