

Speaking L2SLO9

Giving a presentation

Learning Outcome 9: Prepare and deliver a talk of 2–3 minutes using eye contact and appropriate body language

How to give a presentation

When you give a presentation, you describe or explain something to the people listening. Here are some tips for presentations:

- Choose three ideas or pieces of information to present.
- Speak clearly, slowly, and loud enough so these people can hear and understand you.
- Look into the eyes of the people listening while you are speaking.
- Use your arms and hands to show people something or to help you explain something.

FOCUS ▶ 2.6

A Listen to three parts of a presentations. Match the parts (1–3) with the things the speakers do (a–c).

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|--------|--|
| Part 1 | a. use their arms and hands to show people something |
| Part 2 | b. speak clearly and slowly |
| Part 3 | c. present the three ideas in their presentation |

FOCUS ▶ 2.7

B Listen to the three parts of the presentation again. Complete the sentences from the presentation with the words from the box.

like look move points question right see

1. Today I'd _____ to tell you about the piano. There are three important _____ I want to make about the violin.
2. Now I'm going to _____ on to my next point. This is 'cars in the future.' The _____ is: Will we still drive cars in 2050?
3. If you _____ at this photo of the snake you can _____ how big its teeth are. Look _____ here.

SPEAKING TASK

FOCUS A Work in pairs. You are and your partner are going to give a presentation that is 2–3 minutes long together. Plan your presentation together.

1. Think of something you know a lot about that you want to tell the class about.
2. Choose the three most important things about your topic to include in the presentation.
3. Make notes on what you can say about these three things.
4. Make notes on how you can present this information so other students find it interesting and want to listen to you.
5. Decide who is going to present each part of the presentation.

FOCUS B Work together with another pair. Take turns giving your presentations and giving feedback to the other pair on their presentation. Use the table below to help you give feedback.

	✓✓✓	✓✓	✓
1. Did the presenters present three ideas or facts?			
2. Did the presenters speak slowly and clearly?			
3. Did the presenters speak loudly enough?			
4. Did the presenters make eye contact?			
5. Did the speakers use their arms and hands?			

FOCUS C In class, take turns giving your presentation and giving feedback to other students on their presentations. Use the table in Exercise B to help you give feedback.