different visual aids

expressions for describing visuals

giving a presentation

7.4 Speaking | Presentations – visuals

Discussion

1 Mark these presentation tools *E* (essential) or *N* (non-essential) to a good presentation, then compare with a partner and explain your choices.

- ☐ a laptop
- ☐ a video projector
- ☐ a DVD player and TV
- ☐ a laser pointer
- ☐ a flip chart and pens
- ☐ a blackboard and chalk
- ☐ an interactive whiteboard (IWB)
- ☐ a set of handouts
- ☐ a 35-mm slide projector
- ☐ presentation software

Listening for gist

2 🔊 2:43–2:46 Listen to four presenters. What mistakes are they making? Match extracts 1–4 with the tips for effective presentations a–d below.

a) Don't put too much data on slides: no more than six lines of text, and no more than six words per line. ☐
b) Too many visuals confuse the audience: don't overload them with slides. ☐
c) Don't be too technical: adapt to the target audience, and don't read out text on slides. ☐
d) Help the audience to understand by introducing, highlighting and explaining the most important information. ☐

Listening for detail

3 🔊 2:47 Listen to a better presentation. Which of the three slides a, b, or c below is the presenter describing?