

- ▶ identifying problems and solutions in presentations
- ▶ expressions for signposting
- ▶ presenting a product

## 3.4 Speaking Delivering presentations

### Discussion

**1** Work with a partner. Which factors can make or break a presentation? List three 'make' factors and three 'break' factors, using the ideas in the box to help you.

body language   clear structure  
 delivery   knowledge of the subject  
 length   use of technical jargon  
 visual aids



### Listening

**2** 1:51-1:54 Listen to four extracts from presentations. Identify the main problem with each speaker's presentation. Compare your answers with a partner.

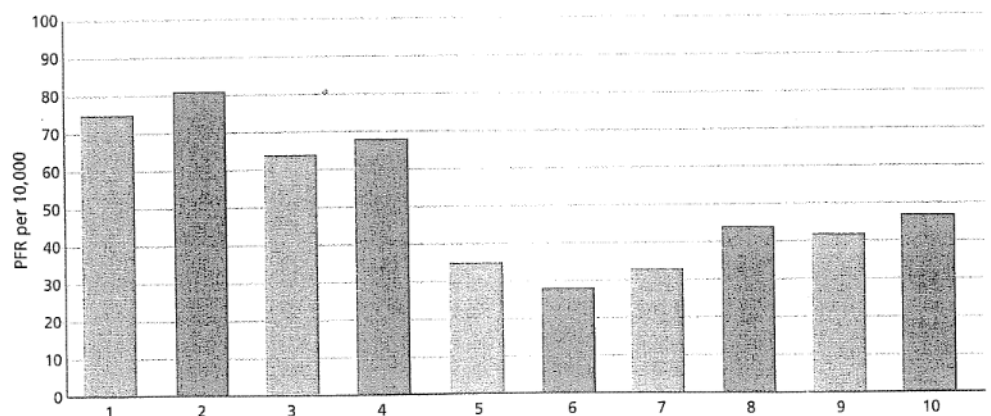
- |                                  |  |
|----------------------------------|--|
| a) Speed: too fast               | e) Incorrect vocabulary                          |
| b) Inappropriate pauses          | f) No checking to see if listeners are following |
| c) Excessive jargon and acronyms | g) Lack of signposting                           |
| d) Long sentences                |  |

**3** Match the problems in Exercise 2 with solutions 1-7 below.

- 1 Using the correct word is important. Remember to use collocations and other common word combinations.
- 2 Keep sentences short. Your talk will be easier to follow and carry more impact.
- 3 Take time to check that your audience is following what you say.
- 4 Slow down. Pause. Give the audience time to think about what you are saying.
- 5 Learn and use key expressions to signal to your audience where you are in the talk.
- 6 Think about your listeners. Explain any jargon or acronyms they may not know.
- 7 Pauses in speech ... are like punctuation in writing. Use them ... to give more impact ... to what you are saying.

### Predicting and listening

**4** Work with a partner. Quality assurance engineer Marc Pinto is presenting the graph below. What do you think it represents? What do you expect he will say about it?



**5** 1:55 Listen to Marc's presentation and check your predictions.

**6** 1:55 Listen again and decide how well Marc presents his information. Use the ideas in Exercises 2 and 3 to help you.