

As you can see in the slide... (giving presentations)

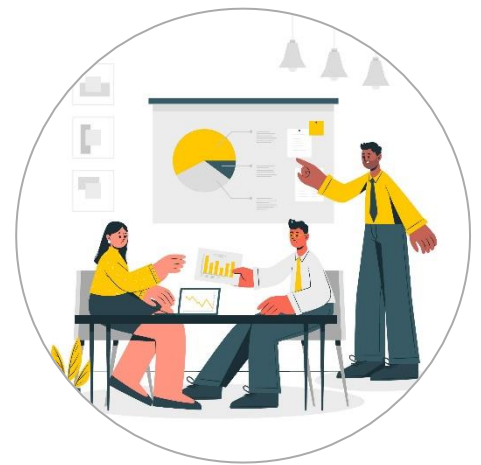
1. Look at the list of presentations and think about one you have seen recently. Name three things you remember from it.

T If students can't remember three things from one presentation, ask them to think of three presentations they've seen and name one thing from each of them.

- product presentation
- roadmap presentation
- project update
- training session
- financial report presentation
- onboarding presentation
- conference presentation
- TED talk

2. Discuss the questions.

- How often do you listen to other people's presentations?
- How often do you give presentations? How do you feel about presenting something? Have you ever done it in English?
- How do you prepare for a presentation? Do you have any tips or tools for creating a great presentation?
- What are the key elements of a successful presentation?



3. Read the text and decide who the presentation is for. Find details that support your opinion in the text. For now, ignore the gaps.

A. company customers

B. product team

The presentation is for a product team because the speaker describes how the company's customers will change their behaviour. Moreover, they talk about how the increase in sales will influence the team's salaries (paragraph 4).

Hello everyone! Today I'm going to tell you about our marketplace app's new voice search feature. Let's start with the most important thing: how it works. Instead of typing, you just say what you're looking for – as easy as that.

Let me show you an example of the voice search. I say: 'Find running shoes in my size.' As you can see on the screen, it shows you hundreds of running shoes to choose from!

As you can see in the slide... (giving presentations)

Now I'd like to **turn to** some numbers. Typing and then filtering the search results can usually take you about a minute. In contrast, with the voice search, it's no more than five seconds.

Let's **move on to** how this can affect our customers' behaviour. This quarter, we expect that the number of people who buy something from us will grow by five to ten per cent. That might mean a little salary increase, ha ha.

I'll **sum up by saying that** this feature is about simplicity. It will make the searches faster, the customers happier, and the number of buyers greater.

Do you have any questions?

4. Read the text in ex. 3 again and complete the gaps with the verbs in the boxes.

move see show start sum tell turn

5. Look at the text in ex. 3 again and find five more phrases to structure a presentation. Put them in the correct boxes.

Beginning a presentation	Explaining, giving examples	Moving to another topic	Finishing a presentation
I'm going to tell you about... Let's start with...	Let me show you an example of... As you can see...	I'd like to turn to... Let's move on to...	I'll sum up by saying that...

6. Order the statements to make a presentation. Then, rewrite the beginnings of the statements using five phrases in the boxes in ex. 5.

Possible answers:

A. Now, about some numbers. They show that remote working companies using the collaboration tools that I mentioned before have seen a 450% increase in keeping talented employees and a 20 to 30% increase in productivity. **4 I'd like to turn to/Let's move on to some numbers. They show that**

As you can see in the slide... (giving presentations)

remote working companies using the collaboration tools that I mentioned before have seen a 450% increase in keeping talented employees and a 20 to 30% increase in productivity.

- B. For example, I'll show you one of the features: Slack's integration with Trello. It lets teams quickly move from discussion to creating and assigning tasks. **3 Let me show you an example of one of the features: Slack's integration with Trello. It lets teams quickly move from discussion to creating and assigning tasks.**
- C. This slide shows that we have analyzed tools like Slack, Zoom and Trello. The features users consider most helpful include real-time messaging, file sharing, video calls and task management. **2 As you can see in this slide, we have analyzed tools like Slack, Zoom and Trello. The features users consider most helpful include real-time messaging, file sharing, video calls and task management.**
- D. To finish, I'd like to say that it is important that we start using collaboration tools to make our work more effective and bring our teams closer together. **5 I'll sum up by saying that it is important that we start using collaboration tools to make our work more effective and bring our teams closer together.**
- E. My presentation is about how we can use collaboration tools to make remote working more effective. **1 I'm going to tell you about how we can use collaboration tools to make remote working more effective.**
7. Watch a **video** [<https://youtu.be/avew5rVAwi0>] and complete the statements with one word.
- A. During a presentation, you should be clear because if people don't understand you, you cannot do the presentation **again**. [00:29]
- B. If you want people to understand your presentation, use **simple** language. [01:11]
- C. When you prepare your presentation, make sure it doesn't sound like a(n) **academic** paper. [01:40]
- D. Try first presenting to someone who doesn't have any knowledge of your **topic**. [02:01]
8. Discuss the questions.
- What do you think about the tips from the video (using simple language, using a conversational tone, practising on somebody who doesn't know your topic)? Have you ever used any of the tips?
 - Can you think of more tips to make sure a presentation is clear?
 - Imagine you have decided to do some exercises to improve your presentation skills. Which of the exercises would you try? Why?
 - talk for a minute about a random object
 - do breathing exercises
 - practise tongue twisters
 - practise in front of the mirror

As you can see in the slide... (giving presentations)

9. Think about a work-related presentation in which each situation from a pair is more appropriate than the other. Explain why.

EXAMPLE: specific terms OR simple language: *A presentation with a lot of specific terms is more appropriate when your audience has a deep knowledge of the topic. It's better to use simple language when you present to clients or investors.*

using coloured pictures	or	using charts and graphs
using jokes	or	using only facts
the presentation lasts three minutes	or	the presentation lasts 45 minutes
listeners ask questions during the presentation	or	listeners ask questions after the presentation
the speaker asks listeners questions	or	the speaker doesn't interact with listeners

10. Think of a work-related task, real or imaginary, and present it using at least three phrases from the box. Use the points listed below to help you prepare what to say.

If students can't come up with a task to talk about, suggest the following options: organizing employee training sessions, doing a customer satisfaction survey, starting a marketing campaign, analyzing competitor's strategies.

You can encourage the listening students to ask follow-up questions after the speaker has finished.

EXAMPLE: *Task: improving a user interface based on user feedback*

I'm going to tell you about how we made our app easier to use based on user feedback. We asked users what they liked and didn't like, made step-by-step improvements, and tested each change. ***Let me show you an example of*** the changes. ***As you can see***, this page has become more user-friendly. ***Let's move***

I'm going to tell you about...

Let's start with...

Let me show you an example of...

As you can see...

I'd like to turn to...

Let's move on to...

I'll sum up by saying that...

As you can see in the slide... (giving presentations)

on to some challenges. It was really hard to make everyone happy because different people wanted different things. But I think we managed to find a balance. I'll sum up by saying that we learned that small changes can make a big difference.

- | | | |
|---------------------|---------------------|--------------------|
| 1. task description | 3. progress/results | 5. what you learnt |
| 2. process | 4. challenges | |

T This worksheet includes an additional task that you can use as homework or revision. It's only available in the teacher's version of the worksheet. The task with the answer key is below, while the students' version is on the last page. Print it, cut it up and hand it out to your students.

Match the halves to make sentences. Then, add one more related sentence to each.

EXAMPLE: I'd like to turn to the numbers in this slide. *As you can see, the market is growing fast.*

- | | |
|--|--|
| A. I'll sum 5 | 1. the main message of the new training for employees. |
| B. I'm here to tell 4 | 2. on to the next point in our roadmap presentation. |
| C. Let me 6 | 3. of how we can plan meetings. |
| D. Let me show you an example 3 | 4. you about our research results. |
| E. Let's start with 1 | 5. up by saying that we did a great job. |
| F. Let's move 2 | 6. finish by telling you some good news. |

T If students struggle with ideas, you can share the following examples with them: A. Thank you, and I hope the next year will be as productive as this one. B. The first thing we've learnt is that many of our competitors have started using AI in customer support. C. Next week, we are going on a team-building trip to Hawaii. D. As you can see in the slide, there should always be a meeting agenda. E. Collaboration between different departments is crucial for company success. F. We need to talk about the main tasks to help us achieve our goals.

As you can see in the slide... (giving presentations)

Match the halves to make sentences. Then, add one more related sentence to each.

EXAMPLE: I'd like to turn to the numbers in this slide. *As you can see, the market is growing fast.*

- | | |
|-------------------------------|--|
| A. I'll sum | 1. the main message of the new training for employees. |
| B. I'm here to tell | 2. on to the next point in our roadmap presentation. |
| C. Let me | 3. of how we can plan meetings. |
| D. Let me show you an example | 4. you about our research results. |
| E. Let's start with | 5. up by saying that we did a great job. |
| F. Let's move | 6. finish by telling you some good news. |

Match the halves to make sentences. Then, add one more related sentence to each.

EXAMPLE: I'd like to turn to the numbers in this slide. *As you can see, the market is growing fast.*

- | | |
|-------------------------------|--|
| A. I'll sum | 1. the main message of the new training for employees. |
| B. I'm here to tell | 2. on to the next point in our roadmap presentation. |
| C. Let me | 3. of how we can plan meetings. |
| D. Let me show you an example | 4. you about our research results. |
| E. Let's start with | 5. up by saying that we did a great job. |
| F. Let's move | 6. finish by telling you some good news. |