Learning Goals

In this class, you will learn language to do the following:

- Talk about giving a presentation in English.
- Describe how to prepare for a presentation.
- Introduce and conclude a presentation.
- Develop the body of a presentation.
Giving a Presentation

Advanced

• Have you ever given a presentation in English?
• Was it successful? Why or why not?
• What should you do to prepare for a presentation?

Vocabulary

| know the subject | inside out |
| reharse         | identify key words |
| do a dry run    | make notes       |
Introducing a Presentation

Advanced

• Open with a greeting and a self-introduction.
• Tell the audience what the subject of the presentation is.
• Give an outline of the presentation.

Example:

“Good afternoon, everyone. My name is Lee. Today I’m going to tell you about my experiences learning English. First, I’ll describe the classes I took. Then, I’ll present information about my stay in England.”

Choose a topic for a presentation. Plan an introduction. Give your introduction to the class.
The Body of Your Presentation

Advanced

You should divide your presentation into clear points. Be sure to tell the audience what each new point is.

*Example:*

“I’d like to start by talking about studying English in high school. I studied English for three years. My classes were ___________.

“Now let me move on to the time I lived in England. I stayed in London for two months. While I was there, I ___________."

Give the class the second part of your presentation. Use the same topic that you used for the introduction.
In the conclusion of a presentation, it is very common to repeat the main ideas. It is also a good time to give your opinions.

*Example:*

“In conclusion, I have taken English classes and lived in an English-speaking country. The classroom gave me a foundation. Living in England gave me the practical experience of using English.”

Make a conclusion for the topic that you have been presenting. Tell the class your conclusion.
Links for Further Study
Advanced

Business Situations: Presentations - Explaining Charts and Graphs, Preparing a Presentation, Sequencing a Presentation, Using Visuals
https://edge.globalenglish.com/BusinessSituations/Presentations
GlobalEnglish One >> Study >> Business Situations >> Presentations

Business Situations: Presentations - Preparing a Presentation
https://edge.globalenglish.com/BusinessSituations/Presentations/PreparingAPresentation/100202
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