

## **How to give a good presentation**

### General Points:

- Presentations should be 10 minutes long (note this is no 9 minutes and not 11 minutes). Practice and time yourself to ensure you speak for the right amount of time.
- Speak slowly and clearly. Engage your audience. Don't be afraid to use humour or use rhetorical questions.
- Do not read a word-for-word copy of your presentation. It is a presentation not a reading! You can however use notes to help you.
- You are the expert on your topic so make sure you know how to pronounce all key vocabulary correctly and use correct grammar. If you're unsure about pronunciation go to [leo.org](http://leo.org), choose the word you need and click on the little speaker icon to hear a native speaker pronounce the word correctly which will help you learn.
- Please introduce yourself at the beginning of your presentation.
- At the presentation, it is a good idea to tell your audience that you have finished. You might want to say something like "that brings me to the end of today's presentation. I'd be happy to answer any questions you may have".
- You will be asked questions about your chosen topic for 5-10 minutes. If you don't understand the question, or are unsure what a word means, then please ask Kirk to repeat the question or ask it in a different way to help your understanding. You will not be marked down for asking for the question to be repeated.
- You are the presentation not the powerpoint slides!
- You do not have to use Powerpoint or Prezi slides but you may choose to do so. If you choose to use slides please make sure there are no spelling mistakes and that you have not used any German formatting. If you have any mistakes on your slides you will receive a lower grade. Make sure you have a reference page at the end of your slides listing

any sources you have used. If you use slides you must submit these to our moodle page.

- Don't use too many words on a slide. Certainly no more than 1 sentence or picture per slide. For a good 10 minute presentation you should use no more than 10-15 slides in total.

Extra tips:

- Don't write your presentation in your mother tongue first and then translate it. Write your presentation in English first.
- Don't feel bad that you cannot reach the same level as you would expect of yourself in your mother tongue. Be realistic in what you can say.
- Structure your presentation well:
  - Think about introducing yourself, introducing your topic, perhaps giving an outline of what you will present, then present your main points (perhaps three or four, depending on your topic) and then finish with a strong conclusion.
  - Your presentation should flow. Use words like 'firstly', 'secondly', 'having said that', 'now I'd like to move on to my next point', 'to summarise' etc.
- When structuring your main ideas/points in your presentation it can be helpful to think about SEX. Each main point should involve SEX. Here's what I mean by SEX:
  - Statement - a topic sentence that clearly states the key idea of your argument.
  - Example - whenever possible give a real life clear example that supports and demonstrates your idea directly.
  - eXplanation - bring your point to a logical conclusion by clearly explaining how the example you gave strongly supports your original statement.

Here's a SEX example:

Statement: 'When giving a Business English presentation, it's a good idea to take Kirk's advice because he is grading the presentations'.

Example: 'My friend John did Kirk's B1 Business English presentation last semester, took all of his advice and got 100% on the presentation!'.

EXplanation: 'That's why this semester you should do all you can to prepare your presentation using Kirk's advice'.

- Practice, practice, practice.
- Practice again.
- Practice with a friend or family member over zoom so you are comfortable with speaking to your PC/laptop on camera.
- Practice some more.