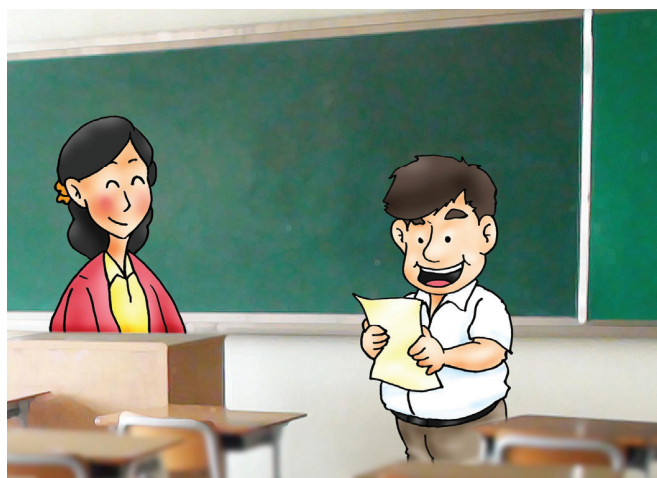
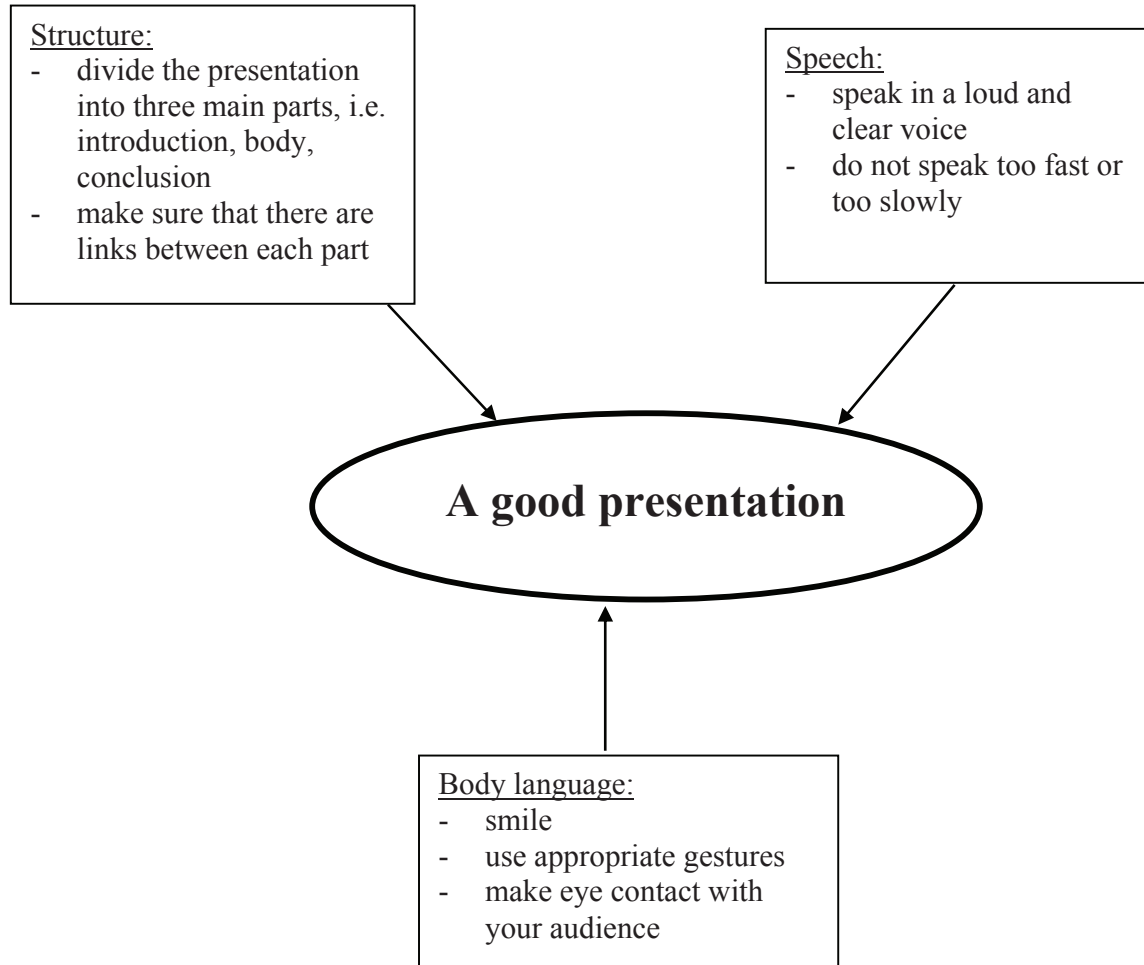


How to Give a Good Presentation



Useful Expressions for Presentations

Below are some useful expressions for presentations.

Good afternoon, ...

Today, I'd like to give a presentation ...

In short, ...

Now, Mary will talk about ...

Thank you very much.

Study the table and find out what each expression is used for. Use the expressions in the boxes above to complete the table.

Used for	Useful Expressions for Presentations
Greeting	- Good morning. - Hi everybody. - _____
Introducing the topic	- Today, we're going to talk about our mini-restaurant. - _____
Presenting ideas or information and turn-taking	- There're three main parts in our presentation. First, ... Then, ... Finally, ... - First, we'd like to talk about ... Secondly, ... - Then/Next, ... - _____
Ending the presentation	- To sum up, ... - In conclusion, ... - _____
Expressing thanks	- Thank you for listening to our presentation. - _____

Useful Expressions for Presentations

Used for	Useful Expressions for Presentations
Greeting	- Good morning. - Hi everybody. - <i>Good afternoon, ...</i>
Introducing the topic	- Today, we're going to talk about our mini-restaurant. - <i>Today, I'd like to give a presentation ...</i>
Presenting ideas or information and turn-taking	- There're three main parts in our presentation. First, ... Then, ... Finally, ... - First, we'd like to talk about ... Secondly, ... - Then/Next, ... - <i>Now, Mary will talk about ...</i>
Ending the presentation	- To sum up, ... - In conclusion, ... - <i>In short, ...</i>
Expressing thanks	- Thank you for listening to our presentation. - <i>Thank you very much.</i>

- What is the slogan of your restaurant? - Why do you use this slogan?	(The whole group reads or acts out the slogan.)
- How will you serve customers?	(The group performs a role play, one being the waiter/waitress and the others the customers.)
Conclusion	
- What is good about your mini-restaurant? - What is it famous for?	Please vote for us if you like our presentation.



The Dos and Don'ts of a Presentation



Dos	Don'ts
Speak in a loud and clear voice at a suitable pace. 	Speak too fast or too slowly. 
Look at your audience. 	Read out from cards with your head down. 
Smile. 	Put on a nervous face. 
Use appropriate gestures. 	Stand still like a log. 



Rehearsal Feedback Form

Fill in the following form and give feedback to your group members' presentations.

Name of Group Member (1): _____

Presentation skills	Well done	Satisfactory	Needs improvement
- suitable pace	☐	☐	☐
- appropriate intonation and stress	☐	☐	☐
- accurate pronunciation	☐	☐	☐
- suitable volume of voice	☐	☐	☐
- appropriate body language (e.g. eye contact and gestures)	☐	☐	☐
Other comments:			

Name of Group Member (2): _____

Presentation skills	Well done	Satisfactory	Needs improvement
- suitable pace	☐	☐	☐
- appropriate intonation and stress	☐	☐	☐
- accurate pronunciation	☐	☐	☐
- suitable volume of voice	☐	☐	☐
- appropriate body language (e.g. eye contact and gestures)	☐	☐	☐
Other comments:			

Name of Group Member (3): _____

Presentation skills	Well done	Satisfactory	Needs improvement
- suitable pace	☐	☐	☐
- appropriate intonation and stress	☐	☐	☐
- accurate pronunciation	☐	☐	☐
- suitable volume of voice	☐	☐	☐
- appropriate body language (e.g. eye contact and gestures)	☐	☐	☐
Other comments:			

LT 1.25

Choose two groups you like most. Fill in the details of your favourite groups in the forms below. Give reasons for your choices.

My Favourite Group (1)

Group _____ Name of the Mini-restaurant: _____

Fill in the name of the dish for each course from their menu.

Starter: _____

Main course: _____

Dessert: _____

Slogan: _____

Reasons for our choice: _____

My Favourite Group (2)

Group _____ Name of the Mini-restaurant: _____

Fill in the name of the dish for each course from their menu.

Starter: _____

Main course: _____

Dessert: _____

Slogan: _____

Reasons for our choice: _____