



08 – VOCABULARY: PRESENTATIONS



ADVICE ON GIVING A PRESENTATION

- 1) You owe it to your audience to prepare thoroughly, so don't just **wing it**.
- 2) Decide on just two or three main messages that you want them to **come away with**.
- 3) **Draw on** your own experience: this will give the talk greater credibility.
- 4) If you're worried about anything in the talk, **run it by** someone you know first.
- 5) Arrive with plenty of **time to spare** and make sure all the equipment **is set up** and in good working order. This will help to **put your mind at rest** before you start.
- 6) Start with something to **make** people **sit up and take notice**; laughter often helps to **loosen up** an audience. They want the talk to succeed, and they will be **rooting for** you.

HOW NOT TO GIVE A PRESENTATION

- 7) We had to **sit through** Rob's disastrous presentation to the group today.
- 8) We were overloaded with information, and he completely **lost sight of** the main points; he should **have pared it down**.
- 9) He thought a good powerpoint would compensate for poor presentation skills, but **nothing could have been further from the truth**.
- 10) Most of the time he spoke too slowly (one or two people **were nodding off**).
- 11) Then Dr Eisner asked him a tricky question and you could see the panic **set in**.
- 12) When Elaine asked about projected sales, he **jumped (butted)** in before she'd finished, and they ended up **at cross purposes**.
- 13) He was hoping it would be the presentation **of his life**, but instead, he ended up a **nervous wreck**.