

GOALS OF UNDERSTANDING

Students will develop and improve the ability to give oral presentations in English.

CONDUCTING THREADS

- ❖ Have you ever had an oral presentation in English?
- ❖ How do you feel preparing and making oral presentations in English?
- ❖ Do you plan your oral presentation? How?

LET'S HAVE SOME FUN

Find some words related to different forms of communication in the following puzzle. Then, translate the words into Spanish.

N X Y M O L H P S Y C H I C N N X
 O P C S K L S I N G I N G V E Q J
 T O U C A B O D Y L A N G U A G E
 T W T C P E C P I C T U R E S Z S
 H T D L O L E C T U R E S W W J C
 D A A A Z M U E X E L L I A R B Y
 M N N Q U X M W H I S P E R I N G
 U O C D A D A U G X O O Z Z J A N
 D I E T G P I F N L G E L N C O I
 N S O T W E R O Y I N I D Q R H H
 A S U X M O S E X R C S J I E O C
 R E X E A O W T A S T A Y T V N T
 O R J T B A J A U D H E T C S E E
 M P E N O H P H Y R I L O I C S K
 E X K L A U S I V Y E N L P O T S
 M E M H C U O T J T H S G V W N Y
 U E G A U G N A L N G I S S V X Q

AUDIO	BODY LANGUAGE	BRAILLE	COMMUNICATION
DANCE	EXPRESSION	HAND GESTURES	HONEST
LECTURES	MEMORANDUM	PHONE	PICTURES
POETRY	PSYCHIC	READING	SIGN LANGUAGE
SINGING	SKETCHING	TEXT	TOUCH
TWO WAY	VIDEO	VISUAL	WHISPERING

Oral presentations are a common requirement in many courses. They may be short or long, include pictures or other visual aids, and they should be done individually or in a group.

Planning and structuring an Oral Presentation is similar to the process of writing an essay, except you need to be conscious of a live audience and use of spoken language.

The major steps in an Oral Presentation are: **Planning, Structuring, Preparing and Presenting.**

1. PLANNING:

You should think about the important aspects of your topic and what things you should focus on your presentation. You should also consider the audience, the people to whom you are presenting.

2. STRUCTURING:

Like an essay, an Oral Presentation needs an: **Introduction, Body and Conclusion.**

❖ **INTRODUCTION:**

- Give a brief and relevant anecdote or a provocative question, sentence or statement to get your audience's attention.

❖ **BODY:**

- Stay on the topic and include all the criteria and relevant information for the presentation.

❖ **CONCLUSION:**

- End the presentation with a clear concluding statement or with a final question summarizing what you did in the presentation.

3. PREPARING:

You should consult everything about your topic and identify the core of it. You should use connectors or linking words to get your presentation coherent and have a nice development and end.

4. PRESENTING:



When having your Oral Presentation you should be conscious and clear before about:

- Synthetizing your topic using pictures, a poster, digital presentations or slides.
- Practicing as much as you can to feel confident and to know the time you will spend in the speech.
- Check all the materials to be needed.
- Dress appropriately.

During the presentation:

- Be enthusiastic.
- Speak clearly and freely.
- Use body language to get your points clearer.
- Speak using the plan designed with the three important points in mind: **Introduction, Body and Conclusion.**
- Give a brief summary at the end.
- Ask if there is any question.
- Thank your audience for listening.

USEFUL WORDS AND PHRASES



FINAL PROJECT

As a Final Project, you should choose a topic and do an Oral Presentation applying and writing all the parts and steps of it clearly on a piece of paper.

You should also do a handout or brochure.

A handout or brochure should always include:

- ✓ the structure of your presentation.
- ✓ only one page, to look it professional.
- ✓ clearly: **name, date, title, subtitles, examples, quotes, and visual material.**
- ✓ visual material: symbols, pictures, illustrations, graphs, tables, boxes, arrows, timelines, lists, etc.
- ✓ the main points and facts (key words and phrases, no sentences).
- ✓ no more than two Font Types, for example: Arial, Calibri with Font Size: 12.
- ✓ bibliography.

BIBLIOGRAPHY

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of you
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