

English for Public Speaking (B2 / C1)

TYPES OF PRESENTATIONS

- Presenting in a meeting
- Presenting for an audience
- Presenting styles

Language:

Types of presentations

Working with the audience

PREPARING YOUR PRESENTATION

- Researching and planning a presentation
- Structuring information

Language:

Structuring a presentation

Organizational details

VISUALS

- Introducing visuals
- Types of visual aids
- Describing charts and diagrams

Language:

Describing visuals

Describing change

Talking about figures and data

Making contrasts and describing results

NON-VERBAL LANGUAGE

- Body language
- Mirroring and matching
- Using your voice

Language:

Signposting

Supporting your statement

Emphasizing important points

DELIVERING A PRESENTATION

- Making a strong start
- Getting/holding the audience's attention
- Working with difficult audiences
- Managing stress
- Improvisation

Language:

Opening the presentation

Linking ideas

Listing information

Sequencing

CLOSING THE PRESENTATION

- Summarizing and concluding
- Strategies for a good conclusion
- Questions and discussion

Language:

Phrases for effective conclusions

Making recommendations

Dealing with questions