

INTRODUCTION

Welcome to *Effective Presentation Skills for Beginners*! Presentation skills will be useful in many different situations in your academic, professional and personal life in the future, and we hope you can use this textbook to strengthen your ability to present effectively in English.

As you begin your learning with this textbook, below are a few things that we want you to know.

1. **This is a project-based textbook.** In each unit, you will learn skills and phrases for presentations, and you will use those skills to create a presentation, practice it, and deliver it on stage. The presentation theme is “My Favorite _____,” and you can choose one of your favorite things to present to your classmates. At the end of each unit, you will see directions for the next step of the project, and your teacher will give you more details as well.
2. **Try to use English in class.** Starting from the Warm-Up section in each Unit, we hope you will relax, smile and communicate with your teacher and classmates in English. Don’t be afraid of making mistakes! In fact, mistakes are necessary for improving communication skills in a foreign language, so take it easy and create a friendly atmosphere with your classmates.
3. **Develop confidence step by step.** In the Practice section, you will see the pattern of Pair → Square → Share each time. First, you will practice in pairs, and then a group of four (a square), and finally you will have a chance to make a short speech or presentation to your whole class. Just do your best and have fun sharing your ideas.

Even in your own native language, making an effective presentation can be difficult. If English is a foreign language for you, then you may be quite nervous about standing up in front of a group and presenting your ideas or managing a Q&A session. The key to success is to take it step by step. With good preparation and practice, and with the support of your teacher and classmates, you will be on your way toward becoming an effective presenter in English!

Sincerely yours,

The Authors

Contents

Introduction

Unit 1 **Getting Started** 1

Skill Focus: Eye contact / Facial expressions / Volume

Language Focus: Self-Introductions

Practice Activities: Introduce yourself /

Extra: Eye contact game

Project Step: Set goals / schedule

Unit 2 **Voice** 9

Skill Focus: Voice emphasis / Pausing

Language Focus: Clarifications (Could you say that again? etc.)

Extra: Speak unclearly

Practice Activities: Interview your partner /

Introduce your partner

Project Step: Set topic

Unit 3 **Gestures** 17

Skill Focus: Posture / Gestures

Language Focus: Phrases for starting and ending

Practice Activities: Interview on "Favorite Things" / Extra: Mirror activity /

Mini-Presentations on "My Favorite Thing" (Pair, Square, Share)

Project Step: Bring script

Unit 4 **Q & A Skills** 23

Skill Focus: Six steps for Q & A

Language Focus: Phrases for Q & A

Practice Activities: Mini-Presentations and Q & A Sessions

on "My Favorite Thing"

Project Step: Bring photos/pictures/objects /

Anticipate questions

Unit 5 **Visuals** 31

Skill Focus: Effective visuals

Language Focus: Describing visuals /

Using adjectives and expanding descriptions

Practice Activities: Show and describe photos/pictures/objects /

Start planning visuals

Project Step: Design visuals

Unit 6 **Rehearsals** 39

Skill Focus: Peer feedback

Language Focus: Giving suggestions/advice

Practice Activities: Rehearse + Give feedback

Project Step: Finalize visuals / Do rehearsals

Unit 7 **On Stage** 45

Skill Focus: Relaxing on stage

Language Focus: Phrases for running the presentation event /

Giving feedback

Practice Activities: Do presentations on "My Favorite _____"

Project Step: Presentations / Self-Evaluation

Extra Skill Unit I **Group Presentations** 49

Skills / Activities: Brainstorming, Deciding a topic, Group discussion (Useful phrases for the discussion leader and group members), Creating an outline, Phrases for a group presentation

Extra Skill Unit II **Using Data and Graphs** 55

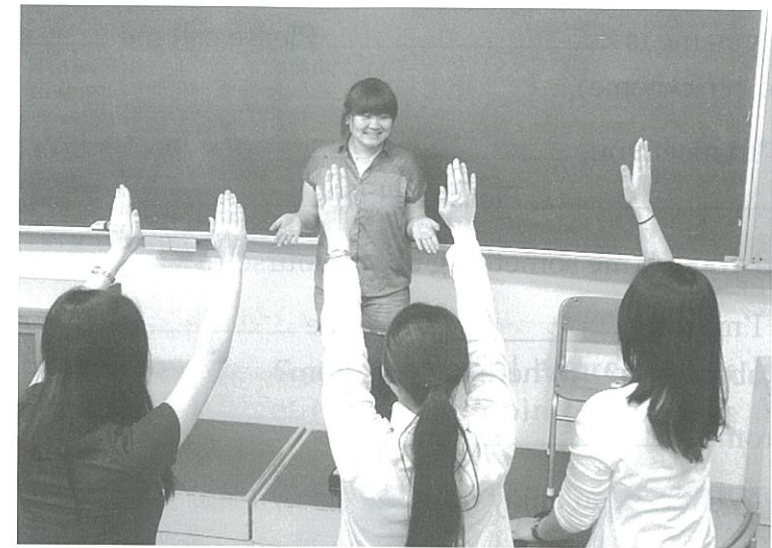
Skills / Activities: Names of graphs, Describing numbers and data, Comparisons, Explaining changes in data/graphs

Extra Skill Unit III **Speaking More Fluently** 61

Skills / Activities: What is Fluency? Phrases/Strategies for speaking fluently/ 3-2-1 Activity for fluency practice

Appendices 66

Getting Started



Today's Menu

1. Meet your classmates and instructor and introduce yourself.
2. Learn about the project schedule.
3. Eye contact, facial expressions, volume

1.1 Warm-Up: Welcome!

Get to know your classmate(s). Then, work together to write down three questions to ask your teacher in the spaces below. You can ask any questions you like about your teacher or about this course.

Sample Dialogue:

A: Hi. My name is _____. Please call me _____
(name or nickname).

B: Nice *to meet you, _____. (Use the person's name)
I'm _____. Please call me _____.

A: Could you tell me something about yourself?

B: Well, I'm from _____ and I like _____ (to go surfing etc.).
How about you? Where are you from?

A: I'm from _____.

B: Cool. What do you enjoy doing? (enjoy + ing)

A: I like _____. (like + ing) (Talk about hobbies and interests!)
How about you?

B: Me too!

A: So....what do you want to ask our teacher?

* At the beginning, use **nice + to**. At the end, use **nice + ing**.

e.g. It was very nice meeting you.

Questions for our teacher:

Q 1. _____

Q 2. _____

Q 3. _____

1.2 Presentation Skills

Discuss the following questions and be ready to share your ideas with your classmates.

A. Eye Contact: Did you make good eye contact when you talked with your partner? Ask your partner what he or she thinks and write a ✓ what they said.

Ask: Did I make good eye contact?

☐ Yes, very good eye contact.

☐ A little eye contact.

☐ No, not very much eye contact.

B. Facial Expression: What kind of facial expression is good for communication? Ask your partner's opinion. Choose from the following.



a. A sad expression



b. Smiling



c. No expression

C. Volume: Do you have enough volume when you speak English? Ask your partner what he or she felt about your volume when you were speaking.

Ask: Did I have enough volume?

☐ Very good volume. Easy to understand.

☐ Too soft. Hard to hear and understand.

☐ Too loud. You were hurting my ears.

Watch and Analyze

Watch one or two short speeches (from YouTube, etc.) and analyze them using the checklists. Then, ask your partner what he/she thinks.

Checklist for Speech 1

Item	Very good	Mostly good	Needs improvement
Eye contact			
Facial expression			
Voice volume			
First impression			

Checklist for Speech 2

Item	Very good	Mostly good	Needs improvement
Eye contact			
Facial expression			
Voice volume			
First impression			

Now, ask your partner what he/she thought about the two speeches.

1. Did the speakers make eye contact with everyone enough?
2. Did the speakers smile or make a friendly facial expression?
3. Did the speakers speak with enough volume?
4. Did the speakers make a good first impression?
5. Which one do you think was better?

Sample answer: I think.... [Speech 1 / Speech 2] was better because _____.
How about you?

1.3. Language Focus: Self-Introductions

How will you make your self-introduction speech? Feel free to use useful phrases from the list below. Then make some notes.

Useful Phrases

Starting a self-introduction

- ◆ My name is...
- ◆ I'd like to introduce myself. My name is...
- ◆ Let me introduce myself. My name is...
- ◆ I'd like to take this opportunity to introduce myself.

Adding interesting details

- ◆ **Origin:** I'm from _____.
- ◆ **Interests:** I really enjoy listening to music.
- ◆ **Example:** My favorite artist is Nirvana.

Ending

- ◆ I'm looking forward to having a nice class with you. Thank you.
- ◆ If you also like Nirvana, let's go karaoke together and sing their songs. Thank you.
- ◆ It's a pleasure to meet you all. Thank you.

Hi everyone.

_____.

Please call me _____.

I'm from _____ and I really enjoy _____.

_____.

Thank you.

Make your self-introduction interesting with details!

1.4. Practice Activities



Step 1: Pair



Introduce yourself to the person sitting next to you. Practice at least three times each. Use the useful phrases and pay attention to using good eye contact, facial expressions, and volume.

Try to use the phrases in 1. 3. !

Fill in a ✓ each time after your partner practiced.

Partner's name: _____

First	
Second	
Third	

After three practices, give each other feedback.

A: How was my self-introduction?

B: I thought it was very, very good.

A: Any suggestions?

B: Maybe one way to make it even better is to smile more as you speak, but don't smile too much.



Step 2: Square



Make groups of four. Take turns standing and giving a self-introduction. Each time, the listeners should give feedback to the speaker.

Checklist

1. Make eye contact with everyone long enough.
2. Smile or make a friendly facial expression.
3. Speak with enough volume.
4. Make a good first impression.

Speaker's Name _____

Item	Very good	Mostly good	Needs improvement
Eye contact			
Facial expression			
Voice volume			
First impression			

Speaker's Name _____

Item	Very good	Mostly good	Needs improvement
Eye contact			
Facial expression			
Voice volume			
First impression			

Speaker's Name _____

Item	Very good	Mostly good	Needs improvement
Eye contact			
Facial expression			
Voice volume			
First impression			

Extra: An eye contact game “Hands Up”



As you do your practices in groups of four, you can play the eye contact game. Before the speaker starts, all listeners must put two hands up and can only lower one hand if the speaker makes deep eye contact with them. The goal is to make eye contact strongly at least two times with all group members so that they can put their hands down.



Step 3: Share

Introduce yourself to the whole class!



1.5. Project

Preparation for your next class:

Your teacher will give you some guidelines about the schedule and requirements of the presentation project. Start thinking about your topic “My Favorite _____” (book, movie, person, place etc.)

Unit 2

Voice



Today's Menu

1. Practice skills of voice emphasis and pausing.
2. Learn phrases for clarification.
3. Plan a one minute speech about one of your favorite things.