



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

PO ŠKOLE DO ŠKOLY

CZ 1.07/1.1.32/02.0006

KA01 - Prohlubující semináře nad rámec výuky

Domluvíme se ve světě ANJ

Prohlubující seminář: ANJ – Presentace v angličtině

Termín konání: 11. 12. 2013

Učitel: Mgr. Marta Pašková

Typ výstupu: pracovní list

Worksheet

1. Brainstorming:

Have you ever had to make a speech or give a talk or presentation in front of a lot of people?
Where? When? How did you feel? Was it a success or a disaster?

2. Tips for speaking in public:

Try to complete the sentences with the words from the list below:

equipment, fast, audience, appropriate, points, practise, repeat, punctual, concentration, long

- Don't make your presentation too ----- .
- Don't have more than four or five main ----- .
- Even if something distracting happens try not to lose your ----- .
- Be careful about telling jokes – they may not be ----- .
- Always be -----: start on time and try to finish on time.
- Get to know as much as possible about your ----- beforehand.
- Try not to ----- yourself too much.
- Be careful not to speak too ----- .
- your presentation beforehand.
- Make sure the ----- you need is working properly.

3. Presentation skills:

Match the headings (A - D) with the texts (1 – 4):

- Make eye contact with the audience
- Stand still and be grounded
- Make regular limited hand gestures
- Don't speak too fast or too quietly



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1. Talking without moving your hands at all is better than waving them around too much, but it can still actually be distracting. The optimum is to make regular limited hand gestures in a box that goes from your waist to the middle of your chest and is as wide as your own body.
2. It is possible to test this with the audience. Ask them to put their hands up when they find that a speaker is becoming difficult to hear.
3. This means in effect looking at small groups of people together for a few seconds at a time.
4. Another term to describe this is 'centring'. This means locating your centre of gravity, finding a balanced position on the floor, feeling your own weight holding you down and freeing and opening the upper body. Centring like this can give nervous speakers the impression of being in control at least of their own body. It can help their voice too.

4. Giving a short presentation:

Task 1

When people give a talk, they usually divide what they say into small parts, with a brief pause between each part. Read the beginning of a talk and mark (/) the pauses where you think they should be.

*Good morning everyone and thank you for coming.
I'm going to talk to you today about one of my hobbies,
collecting comics and comics books. I started reading Tintin
and Asterix when I was eight or nine. Later when I was a student
of secondary school some friends introduced me to Manga which
are Japanese comics. I've been collecting them for about four years now
and I'm also learning to draw them.*

Task 2

You are going to give a short presentation to other students. You can choose what to talk about from the following examples:

- something you really love doing
- a famous person you admire
- an interesting person in your family
- a sport you play or a hobby you have
- the good and bad side of being a teenager

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Decide what you are going to talk about and make a plan of what you want to say. Use presentation tips and skills to help you to prepare your presentation and to give it successfully. Remember to pause and take a breath from time to time.

Task 3

While listening to other students presentations, you should write down some questions to ask the speaker after the presentation and also make some notes about possible mistakes. Then there will be a short discussion after each presentation.

Answer key:

ad 2) Tip for speaking in public: a) long b) points c) concentration d) appropriate e) punctual f) audience g) repeat h) fast i) practice j) equipment

ad 3) Presentation skills: A – 3, B – 4, C – 1, D – 2

ad Task 1) mark the pauses (/)

*Good morning everyone/ and thank you for coming/
I'm going to talk to you today/ about one of my hobbies/
collecting comics and comics books. / I started reading Tintin
and Asterix/ when I was eight or nine./ Later/ when I was a student
of secondary school/ some friends introduced me to Manga/ which
are Japanese comics./ I've been collecting them for about four years now/
and I'm also learning to draw them./*