Contents

	Presentation skills focus	Language focus	Task
Unit 1	Preparing your presentation • p4		
	 Planning your presentation Practising your presentation Dealing with nerves 	 Equipment for presentations Seating arrangements Giving feedback on presentations 	Needs analysis
42	Structuring your presentation • p10		
5	 Using the core structure Guiding your audience 	 Structuring a presentation Announcing the beginnings and end of a message Signposting 	Give a 5-minute presentation
t 3	Introducing your presentation • p16		
T T T	 Understanding your audience The ABCD model 	 Introducing your presentation Introducing yourself and establishing credibility Stating your aims and intentions Directing your audience about questions Getting attention with pauses 	Prepare and give an introduction to a presentation
Unit 4	Delivering your message • p22		
	 Communicating your main messages Structuring your message with PEEP 	 Structuring your message Introducing your point Emphasizing your point Recapping and returning to your point 	Prepare and give one message from a presentation using PEEP
Unit 5	Using visual aids • p28		
	 Designing visual aids Using visual aids successfully 	 Describing and referring to visual aids Describing cause and consequence Talking about trends and figures 	Create visual aids and practise presenting them
it 6	Concluding • p34		
- Can	 Making a final impression Ending effectively 	 Announcing the end of your presentation Recapping and reminding Asking your audience to take action Inviting questions and thanking 	Prepare and give a conclusion to a presentation
Unit 7	Handling questions • p40		
	 Handling questions effectively Using the LEVER model 	 Concluding your presentation Dealing with questions Managing questions and clarifying meaning Softening disagreements and opinions 	Present an idea for a new product and answer questions about it
t 8	Bringing it alive! • p46		
Unit 8	 Bringing a presentation to life Turning a good presentation into a great presentation 	 Telling stories and reporting past events Making comparisons and analogies Rhetorical questions Making words 'bigger' 	 Make changes to an existing presentation to 'bring it alive' Give a full presentation