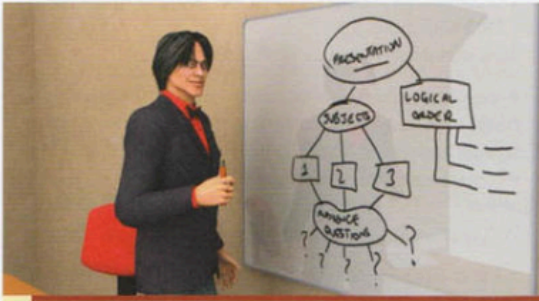


Make your point

Ordering a presentation

The first step in preparing any talk is to make notes of the things you want to say and to put these notes in the best order. Read the advice from Lee Avatar.



- Note down what your audience wants to know or needs to know about the subject.
- Sometimes it helps to make a set of questions you intend to answer for your audience. Each of your points should help to answer these questions.
- Arrange your points in a logical way that your audience can follow. Don't jump from one point to another in a haphazard manner.
- Give examples to help your audience understand your points.

- 1 Decide what is the best order to present these points in a student talk on hybrid cars.
 - a Why are hybrid cars becoming popular? _____
 - b How is the battery charged? _____
 - c What is a hybrid car? _____
 - d When are both the engine and motor used? _____
 - e The future of hybrid cars _____
 - f When is the petrol engine used? _____
 - g Some popular makes _____
 - h The two basic types _____
 - i When is the electric motor used? _____
- 2 Now make notes about your course for a one-minute talk. Practise your talk in a group of three. Ask the other students at least one question after their talks.

Checklist

Assess your progress in this unit. Tick (✓) the statements which are true.

- I can use the *-ing* form and *to* infinitive after certain verbs
- I can work out the meaning of words from context
- I can recognize the difference between stressed and unstressed syllables
- I can order and deliver a short talk
- My reading and listening are good enough to understand most of each text in this unit

Key words

Adjectives

aeronautical
environmental
skilled

Nouns

apprentice
degree
know-how
marketing
media
paperwork
production costs
qualification
quality assurance
work experience

Verbs

earn money
find faults

Note here anything about how English is used in technology that is **new** to you.