



## UNIT 5. MAKING PRESENTATIONS

### Discussion points

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- Do you have any experience of making reports in public? Speak about at least three things that were particularly difficult for you when making oral presentations.
  - Remember any famous speakers / your lecturers who appeal / don't appeal to you. Analyze their presentation style. What can make a powerful public speech? What is important when making a public speech?
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**Read the text and make a list of the suggestions given to make your oral presentation perfect:**



### Oral Report

More and more young people nowadays are involved in research and have to participate in the work of different scientific conferences. At some point in your scientific life you will be asked to make a presentation and you will be expected to deliver your presentation so that others can understand you. Giving an oral presentation strikes fear into the souls of many English as the second language students, but it needn't. Following some simple suggestions should help you overcome much of your fear of giving an oral presentation.

First, be sure to prepare for the talk thoroughly. This means gathering your facts and organizing them logically. You can also prepare for your talk by thinking about the characteristics of the audience. Are they likely to agree with your conclusions or are they likely to be hostile? If you think that the audience might be hostile, it may be necessary to prepare answers to questions that might be raised during the presentation.

You will find that audiences generally love handouts. If at all possible, prepare handouts that illustrate some important concept in your presentation. You will find that handouts, like graphs, can make difficult points easier to understand.

The organization of the total presentation includes more than just the organization of the report. It also includes the physical preparation for the presentation:

finishing the speech, designing the visual aids, checking out the room where you will speak (if possible), and rehearsing the presentation until it satisfies you.


In putting the finishing touches on the speech, you need to remember the three elements for gaining and keeping the audience's attention: 1) tell the audience what you intend to say (the introduction); 2) support, explain and expand on the topic of the presentation (the body); 3) sum up your presentation (the conclusion).

It is necessary to capture the audience's attention at the beginning of your talk. A powerful opening gives the presentation force and momentum which will help to ensure audience interest. Because the conclusion is the last thing the audience hears it's necessary to make it as forceful and convincing as possible.

Once you have delivered your talk, you must ask your audience for questions. Remain calm and don't think that others are attacking your presentation. If you are confident and at ease, you will see that people will respond to you pleasantly. If you become angry or defensive, you will lose your audience.

### **Vocabulary work**

#### **1. Choose the correct meaning of the word.**

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- |                        |                 |                |
|------------------------|-----------------|----------------|
| 1. An abstract is ...  | a) a remark     | c) a paragraph |
|                        | b) a précis     | d) a note      |
| 2. A speech is...      | a) an utterance | c) a thought   |
|                        | b) a discussion | d) a glance    |
| 3. A report is...      | a) habit        | c) mark        |
|                        | b) knowledge    | d) statement   |
| 4. A discussion is ... | a) a view       | c) a talk      |
|                        | b) a book       | d) a device    |

#### **2. Match the columns:**

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- |                           |                            |
|---------------------------|----------------------------|
| 1. an animated discussion | a) заключне слово          |
| 2. to make a speech       | b) після тривалої дискусії |
| 3. an opening speech      | c) жвавий диспут           |
| 4. a debate on the repor  | d) вступна промова         |
| 5. a fruitful debate      | e) питання обговорюється   |

6. a closing speech

f) плідна дискусія

7. a question under debate

g) промовити слово

8. after much debate

h) диспут по доповіді

### **Key vocabulary:**

*to be involved in research, to participate, to make a presentation, to deliver a presentation, to give a presentation, to prepare thoroughly, audience, handouts, visual aids, rehearse a presentation, to gain attention, to capture the audience's attention, to keep attention, to intend, to sum up, a powerful opening, convincing.*

### **Text work**

**1. A good report requires a lot of preparatory work. Some specialists distinguish the procedures enumerated below. Read all of them and:**

- a) determine which four of them you find to be the most important;**
- b) arrange all of them in the proper order;**
- c) divide all of them into three groups:**

***Planning stage.***

***Script stage.***

***Rehearsal stage.***

- 1. Recording the presentation on audiotape.*
- 2. Recording the presentation on videotape to control body language.*
- 3. Planning the presentation (aim, time, place, length, form).*
- 4. Writing the presentation out in full.*
- 5. Producing a plan.*
- 6. Writing down all your ideas.*
- 7. Choosing the best demonstration materials (documents, pictures, photos, slides, diagrams, tables, graphs, charts, objects, models, etc) and handouts.*
- 8. Producing demonstration materials and handouts.*
- 9. Reading the script.*
- 10. Producing cards with the notes of the presentation.*
- 11. Using a marker to underline the most important ideas and facts.*

12. Transferring the most important things into cards.

13. Timing the presentation to fit the available time.

14. Rehearsing the whole presentation from the cards.

15. Reducing the script if necessary.

16. Arranging the cards.

✓ **2. At the planning stage you should provide answers to the seven basic questions: why? to whom? what? where? when? how long? how? Say what is meant by these questions matching the questions on the the left with the information you need to answer them on the right.**

<i>why?</i>	a) What the audience knows about the subject, their
<i>to whom?</i>	status, age, culture, specific interest – the information
<i>what?</i>	you present should be tailored to their need;
<i>where?</i>	b) the aims of your report, those evident and those hidden
<i>when?</i>	c) the subject matter of the report;
<i>how long?</i>	d) the place where the report will be delivered (a large
<i>how?</i>	conference-hall, a small meeting room, with the help of a
	microphone or without it, etc);
	e) the time ( the first report, the last one, after or before
	the break, in the evening, etc).
	f) the length of the report is determined by many factors,
	but generally try to make your talk reasonably short;
	g) the format, or the form of the report including the use of
	demonstration materials and handouts.

✓ **3. Translate and remember the phrases expressing your appreciation about taking part in a conference:**

- *I think it is a privilege for me to participate in this conference and I greatly appreciate it.*

- *I'd like to begin by expressing my appreciation of the opportunity to exchange information on the problems which interest all of us.*

- *It's a great pleasure for me to attend this representative meeting and to have an opportunity to take part in a lively discussion here.*

**4. Imagine that you've been asked several questions after your speech. Respond to the question or apologize for lack of clarity in answers. These phrases will help you to do it in the most possible polite way and style:**

- *It's a difficult question. I can't give a detailed answer to it now.*
- *It's rather a complex problem. Besides, it is beyond my subject of investigation.*
- *That's a good question. Thank you for asking it. I have my own view on that problem.*
- *Well, your argument sounds convincing but don't you think that...*
- *Oh, yes. Your remark is quite relevant. Thank you for reminding me that...*
- *Would you mind if I came back to your question later?*
- *I'm afraid you misunderstood me. I didn't mean to say...*
- *I haven't really considered the problem in this aspect, but I believe that...*

**5. You are going to participate in the scientific conference "Advantages of Science and Technology in the XXI century". Prepare a written report on the topic of your Master's Thesis. Prepare this written report for oral presentation. Use the following phrases that can help you evaluate the information:**

- *The central aim of this work is to present a detailed analysis on ... .*
- *The aim of this paper is to present a systematic survey of / to give information about ... .*
- *The main emphasis in this study has been placed on ... .*
- *This paper discusses ... .*
- *This work presents the history of opinion concerning ... .*
- *In this investigation the author makes a distinction between ... .*
- *Such a complex presentation of ... is achieved here for the first time in the literature on ... .*
- *The article/report/book begins with the description of ... .*
- *The author then goes on to describe ... .*
- *The second half of the book/article/report is devoted to ... .*