BASIC STEPS TO MASTER PRESENTATION SKILLS

In 5 seconds, list 3 things that come to your mind when you think about the word “Presentation”.
Lesson Objectives

Topic: Basic steps to master presentation skills

By the end of this lesson, you will be able to:

• Remember at least 6 related words

• Create simple sentences about the topic

• Have a conversation about the topic

• Avoid some common grammar and pronunciation mistakes
Let’s start!

Answer the following questions in 60 seconds.

Can you see the mistakes the presenter is making?  
Do you feel that those mistakes are common in real life?

Source: https://youtu.be/eyEvRS4vy5A
Vocabulary

Pair Work: Student A reads a definition from column A.
Student B matches it with a word from column B, and makes a sentence.

a. To show or offer something for other people to look at or consider
b. The act or process of getting ready for something or making something ready
c. To become or make somebody become calm
d. The feeling that you can trust, believe in and be sure about the abilities or good qualities of somebody/something
e. The group of people who have gathered to watch or listen to something (a play, concert, somebody speaking, etc.)
f. Arranged or planned in a good way

Example: Her speech is very well-organized.

1. Audience (n) /ˈɔːdiəns/
2. Confidence (n) /ˈkɑːnfɪdəns/
3. Present (v) /prɪˈzent/
4. Well-organized (adj) /wel//ˈɔːrgənaɪzd/
5. Preparation (n) /ˌprɛpəˈreɪʃn/
6. Calm down (v) /kɑːm/ /daʊn/
Grammar

Make a sentence with the given structure.

Structure: Must (modal verb)
S + Must + V-inf + O

Example: I must make an outline before presenting.

Suggestions: Prepare introduction, be confident, calm down, be well-prepared
Pair work: Choose one role and act it out with your partner in 180 seconds.

**Student A:** You are going to make a presentation. You have the outline and know what you are going to say. However, you are too nervous to speak in public. Ask for some advice from your friend.

**Student B:** Your friend is going to make a presentation and he/she is too nervous to speak in public. Give him/her some advice to master presentation skills.

**Suggestions:**

- Practice a lot / make eye contact/calm down/ well-prepared......
# Common mistakes

## Grammar

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>Peter must preparing ideas for his presentation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct</td>
<td>Peter must <strong>prepare</strong> ideas for his presentation.</td>
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</table>

## Pronunciation

### Confusing word pairs

- **All ways** /ɔːl weiz/ vs. **Always** /ˈɔːlweiz/

### Sentence practice

- He always tries to solve problems in all ways.
Assessments

Here are some comments on your performance

<table>
<thead>
<tr>
<th>Students</th>
<th>Pronunciation</th>
<th>Vocabulary</th>
<th>Grammar</th>
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<tbody>
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Feel free to ask if you have any question!
Wrap-up

- Words related to presentation skills
- **Structure: S + Must + V-inf + O**
- Have discussions about presentation skills

Please do your homework in the downloadable outline from the website!
Homework

Complete your mission and find more in related lessons.

<table>
<thead>
<tr>
<th>Your mission</th>
<th>Recommendation</th>
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</thead>
<tbody>
<tr>
<td>✓ Take note of what you need to improve (Vocabulary, Grammar and Pronunciation)</td>
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<tr>
<td>✓ Search for related lessons in course browser</td>
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</tr>
<tr>
<td>✓ Take those lessons</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Powerpoint presentations (#0360)</td>
</tr>
</tbody>
</table>