



Topic - Effective Presentation Skills.

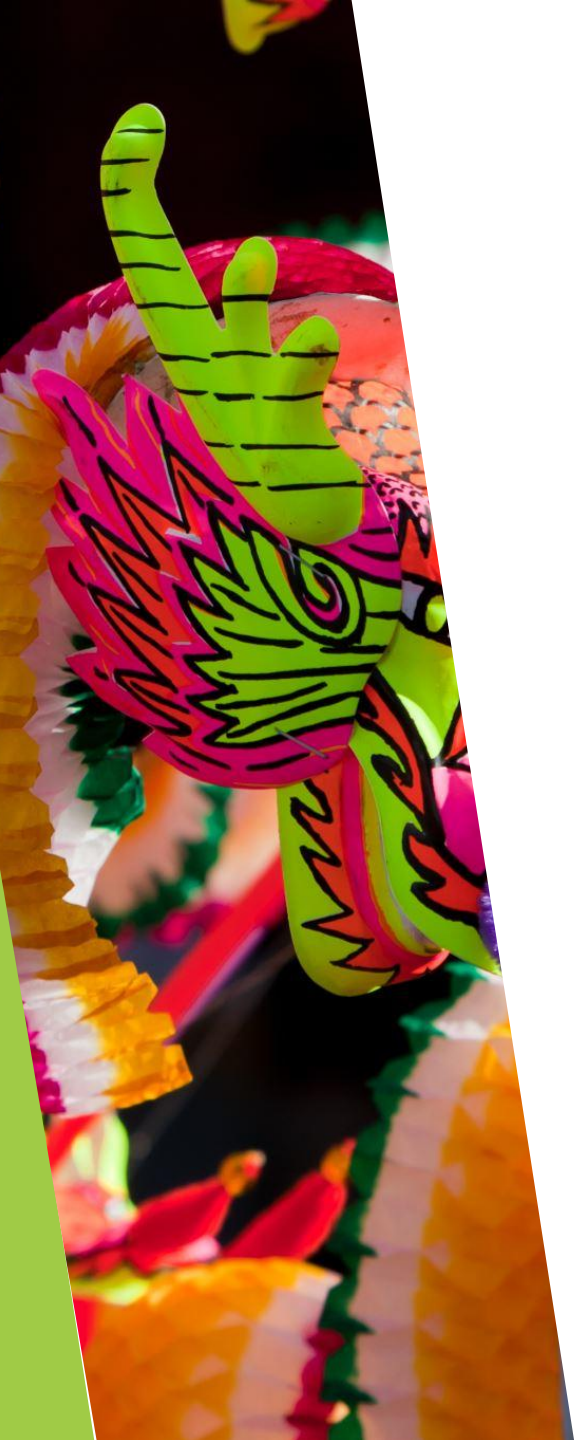
Level - B2 Business

Workbook - 01

Discussion.

What do you think are the best techniques to engage an audience?
State your reasons.

IQ LL



Vocabulary. Presentations.

To begin with
First of all
Without further ado
Turning now to
Let's move on to
On the other hand
In addition
As you can see

IQTL

Vocabulary.

Write your own sentences with the presentation phrases.

In conclusion.....

To summarize.....

To wrap up.....

Feel free to.....

Writing.

Complete the following writing assignment.

Choose one of the following topics for a presentation then write out your presentation. Use the vocabulary you have learned.

1. Effective Sales Techniques:

Discuss different strategies for successful sales meetings, including building rapport, understanding customer needs, and closing deals.

2. Time Management in the Workplace:

Share tips and tools for managing time effectively to increase productivity.



How To Prepare for Presentation Questions. Five Steps To Take.

Here are five steps to take to help you prepare for the question-and-answer section of your presentation-

Consider what others might like to know-

Consider what type of questions your audience might ask based on your presentation and practice the best way to answer them. Experts and those who have knowledge on the topic are more likely to ask questions targeted at specific parts of your topic and may want detailed answers. Those unfamiliar with your topic might be more likely to ask general questions and may need simpler answers.

Review other presentations on the topic-

You might find presentations online about a similar topic. This can give you an idea of what questions were asked and can help you see how other presenters managed those questions and what types of responses were effective.