

I500015ENGLISH FOR PRESENTATION

มหาวิทยาลัยราชภัฏนครปฐม
Nakhon Pathom Rajabhat University



Unit 1

LET'S GET STARTED

MR. JEMAR LARGO DELA CRUZ



<https://shorturl.at/bsSSH>

OBJECTIVES

At the end of this Unit, the students will be able to :

1. introduce students to presentation skills
2. discuss personal experiences with a presentation using phrases and would/will/will be/going to + infinitives
3. listen to the project manager of the construction company and sequence the event.
4. discuss the reading article dealing with nervousness
5. talk and discuss about the outline for the introduction.





Reviews

Positive

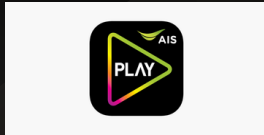
Excellent
outstanding
Impressive
Exceptional
Highly recommend
satisfied
Perfect
Enthralling

Negative

Disappointing
Unacceptable
Terrible
Regretful
Unsatisfactory
Weak
Uninspiring

Warm Up

The students will see Brands on the screen and some negative and positive review and the students will now paste those reviews in the brands.



Excellent



Outstanding



Disappointing



Perfect

<https://rb.gy/g7n7aj>



Reviews

Positive

Excellent
outstanding
Impressive
Exceptional
Highly recommend
satisfied
Perfect
Enthralling

Negative

Disappointing
Unacceptable
Terrible
Regretful
Unsatisfactory
Weak
Uninspiring

Warm Up

The students will see Brands on the screen and some negative and positive review and the students will now paste those reviews in the brands.



satisfied



Highly
recommend



Disappointing



Terrible

<https://rb.gy/g7n7aj>

VOCABULARY

The students will now respond to the questions, find meaning in the unfamiliar words, and share their responses in class. Answers may vary depending on the students .



- 1. How often do you give presentations in your job/studies?
- 2. Who do you formally present to? (classmates, teachers, etc....
- 3. When was the last time you gave a presentation in English ?
- 4. How do you feel about presenting in a foreign language?
- 5. Think of an excellent/terrible presentation that you have attended. What made it good or bad?



Sample answers



1.
I normally give a presentation whenever the teacher asks me to, but I usually give my presentation once a month.



2
I normally present it during our class, and the teacher gives me points based on the criteria given.



3
I gave my presentation last October during the final presentation of my project.



<https://rb.gylf7mmd>

Language Practice

In this part, the discussion will focus on the opening presentation and structuring presentations 1 and 2.

Opening a presentation (W.I.S.E)

1. Welcoming the Audience

-In welcoming the audience we have to use expressions like

- First of all, let me thank you all for coming today.
- Good morning, Ladies and Gentlemen, I am so happy/delighted that so many of you could make it today.

<https://rb.gy/t7fmmid>



Language Practice

In this part, the discussion will focus on the opening presentation and structuring presentations 1 and 2.

Opening a presentation (W.I.S.E)

2. Introducing Yourself

- Let me introduce myself, I'm.....
- For those of you who don't know me.
- As you probably know, I'm.....
- I am the head of
- I am a project

<https://rb.gy/t7fmmid>



Language Practice

In this part, the discussion will focus on the opening presentation and structuring presentations 1 and 2.

Opening a presentation (W.I.S.E)

3. Saying what your topic is

- As you can see on the screen our the topic today is...
- What I would like to present to you today is
- The subject of my presentation is

<https://rb.gy/t7fmmid>



Language Practice

In this part, the discussion will focus on the opening presentation and structuring presentations 1 and 2.

Opening a presentation (W.I.S.E)

4. Explaining why your topic is relevant to your audience.

- My talk is probably relevant to those of you...
- Today's topic is particularly relevant to those of us.....
- By the end of this talk you will be familiar of.....

<https://rb.gy/t7fmmid>



Language Practice

Example Video

Opening a presentation (W.I.S.E)



Most formal and informal presentations just follow this simple formula

1. Tell the audience what you are going to say - Introduction
 2. Say it !- Main Part
 3. Tell them what you have said- Conclusion
-



Structuring a presentation I

- This is how to organize your presentation and following some formula and the application of will be, would be, going to + infinitives



There are several ways you can tell the audience what you are going to say .

1. **Would like + infinitives**

- Today I would like to tell you about
- This morning I would like to bring ..
- _____

Example :

- Today, I would like to tell you about the increase in our sales this week.
- This morning, I would like to bring you up on the success of our event last night which we earned millions in just two hours.



Structuring a presentation I

- This is how to organize your presentation and following some formula and the application of will be, would be, going to + infinitives



There are several ways you can tell the audience what you are going to say .

3. will be + verb ing

- I'll be talking about our guidelines...
- We'll be looking at the advantages of this system.

Example :

- I am going to point out that our losses started last month during the rainy days.
- I am going to emphasize the fluctuation of consumer interactions in our business.



Structuring a presentation I

- This is how to organize your presentation and following some formula and the application of will be, would be, going to + infinitives





COMPLETE THE SENTENCE BELOW

- You on the proposed training project
 - you up to date on SEKO's investment plans
 - you how the database works
 - you an overview of our present market position
 - At business opportunities in Asia
 - on our financial targets for the division
 - by telling you about what Jane's group has been working on
 - about EU tax reform
1. give -Today I'd like to give an overview of our present market position.
 2. show- Ill be showing_____
 3. talk- During the next two hours we will be talking_____
 4. bring- I'd like to _____
 5. report- This afternoon, I am going to _____.
 6. update- Today, I'd like to _____
 7. look- This morning we will be _____
 8. begin- Today,, I'll _____.



COMPLETE THE SENTENCE BELOW

- You on the proposed training project
- you up to date on SEKO's investment plans
- you how the database works
- you an overview of our present market position
- At business opportunities in Asia
- on our financial targets for the division
- by telling you about what Jane's group has been working on
- about EU tax reform

Answers

1. give -Today I'd like to give an overview of our present market position.
2. show- I'll be showing you up-to-date on SEKOS investment
3. talk- During the next two hours we will be talking about EU tax reform
4. bring- I'd like to talk to you about the proposed training project.
5. report- This afternoon, I am going to report on our financial targets for the division.
6. update- Today, I'd like to update you on how the database works.
7. look- This morning we will be looking at business
8. begin- Today, I'll begin by telling you about Jane's group has been working on it.



1

- ***This is the end of Week 1 where you learned about Vocabulary and Language.***

2

Now let's move on to WEEK 2, where you will learn Listening, Reading Writing, and Speaking.



Listening

Let's listen to the project manager in the construction company presenting the project to his colleague.





Listening

Arrange the following sentences in the right order.

4 a. This morning, I'd like to update you on the current status of work at the construction site. The information I give you today should help you with planning your next steps.

3 b. For those of you who don't know me, my name is Gordon Selfridge. Let me just write that down for you. OK, I'm the project manager in charge of the Bak Tower building project in Dubai.



<https://www.youtube.com/watch?v=h7r26Uav6co>



<https://www.youtube.com/watch?v=h7r26Uav6co>

Listening

Arrange the following sentences in the right order.

5 c. I've divided my presentations into three parts.

1 d. Hello, everyone.

7 e. Then, I'll move on to the problems we're facing with our local suppliers.

2 f. First of all, let me thank you for coming here today. I'm aware that you're all busy for the upcoming annual meeting this week so, I really appreciate taking the time to be here.



Listening

Arrange the following sentences in the right order.

6 g. I start off by showing you some photos of the building site and discussing the progress we've made since January.

9 h. My talk should take about 30 minutes. Please feel free to interrupt me at any time with questions.

8 i. I'll end with some ideas for reducing labor costs that we've been looking into.

10 j. Oh, and don't worry about taking notes, I'll be holding out copies of the Powerpoint slides.



<https://www.youtube.com/watch?v=h7r26Uav6co>

Reading and Writing

Read the article about how to deal with nervousness. In this we are going to discover how to deal with nervousness especially talking to people in speech or in presentation



Prepare well



Learn to relax



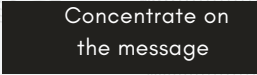
Check out the room



Know your audience

<http://suri.li/dgoxkw>

Read the article about how to deal with nervousness. In this we are going to discover how to deal with nervousness especially talking to people in speech or in presentation



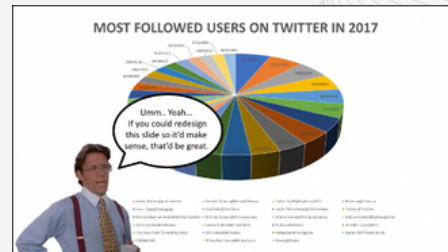
Visualize access

Reading and Writing

Read the article about how to deal with nervousness. In this we are going to discover how to deal with nervousness especially talking to people in speech or in presentation



Concentrate on
the message



Visualize access

<http://suri.li/dgoxkw>

In this part, the students are encouraged to answer the following questions and write an outline for their presentation.

How do you prepare for a presentation?

What is your outline in making a presentation? Think of you own topic

Example

Outline

Topic: Failed Student

A. Introduction: Number of students failed

B. Body: Knowing the possible reasons

Conclusion: What solutions are available, or were applied to solve and will be solved.

Topic: Failed Student

A. Introduction: Number of students failed

B. Body: Knowing the possible reasons

Conclusion: What solutions are available, or were applied to solve and will be solved.



Speaking : Using the checklist the students must make two openings of a presentation (formal and informal)

1. Welcome the Audience
2. Introduce yourself (name, position)
3. State your topic
4. Explain why your topic is important for the audience.
5. Outline the structure of your talk
6. What comes When? say when you will be dealing with each point.
7. Let the audience know how you're organizing the presentation
handouts, questions, etc.



Speaking :Sample Video for the task



<https://www.youtube.com/watch?v=e3FOFu79M3U>



1

- *This is the end of Week 2 where you learned about the following :*

2

- Listening to the Project manager.
- Reading about dealing with nervousness and --
- Writing about it.
- Speaking by making your presentation as the video presented.



Link and Resources

<https://shorturl.at/bsSSH>

<https://rb.gy/g7n7aj>

<https://rb.gy/f7fmmd>

<https://www.youtube.com/watch?v=h7rz6Uav6co>

<http://surl.li/dgnxkw>

<https://www.youtube.com/watch?v=dh0pJdgY6Lc>

<https://www.youtube.com/watch?v=e3FOFu79M3U>





Thank You

Contact Us



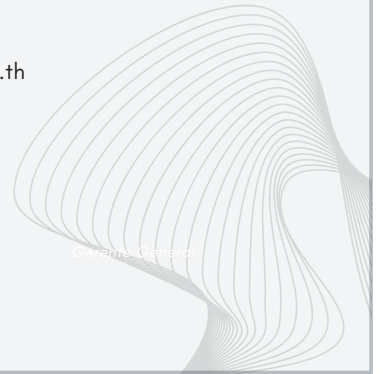
0654534007



jemarliewebmail.npru.ac.th



www.npru.com



Graphic: Canva