

Giving a Group Presentation

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An English Course to the Students of Geology

University Of Tlemcen

Outline

1. PowerPoint visuals

2. Language

3. Setting

4. Stage Fear

1. PowerPoint visuals

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- **Pictures:** Single image/ slide.
 - **Fonts:** Traditional fonts. Not TOO BIG, nor too small.
 - **Text:** 3- 5 lines/ slide
 - **Color:** NO too many colors/slide
 - **Motion:** NO distracting motions
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2. Presentation Language Greeting

- **Good morning, ladies and gentlemen.**
- **(teachers and students)**
- **Good afternoon.**
- **Good evening.**

Thanking the audience

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- **Thank you for attending our presentation**
 - **First of all, I'd like to thank you for attending our presentation**

Introducing oneself (or the team)

I'm _____. And my team members are ___, ___, and ____.

Title of presentation

- **Today I'm (we're) going to give a short presentation on _____.**
- **The topic/title of my (our) presentation is _____.**

- **The aim of this presentation is to give some background on**
-

Outline

- **My (our) presentation is in (three) parts. They are:**
- **The outline of my (our) presentation is:**

- Firstly, _____
- Secondly, _____, and
- Thirdly, _____

Showing visuals (images, figures, etc)

- This image (table, figure, etc) shows the _____

- **As you see, this (image, ...) shows**

- **On this chart, you can see...**
- **Let's take a look at...**

Giving examples

- **For example,**

- **For instance,**
- **To illustrate,**
- **A good example of this is...**

Moving to a new point

- **Now, I'd like to move to**

- **Now, we'll move to (Name) who will talk about ____**

Ending and thanking

- **So, that's all about (title). Thank you for listening.**

- **At the end of our presentation, I'd like to thank you for listening.**

Inviting questions

- **If there are any questions, I'll (we'll) be glad to answer.**

- **Does anyone have a question?**

3. Setting

- 1. Clothing (team uniform)**
- 2. Time limit**
- 3. Cooperation**

4. Stage Fear

- **PRACTICE, PRACTICE, PRACTICE & PRACRTICE!**
- **Think positively: instead of “What if I fail, say “What if I did greatly!”**
- **Keep calm, don’t rush it**
- **Don’t apologize for mistakes ■ Start with a Question!**

Resources

<http://www.presentationprep.com/>

Youtube.com:

- **Language for Presentations**
- **How to give the BEST PowerPoint presentation!**
- **Think Fast, Talk Smart: Communication Techniques**