

ENGLISH FOR PRESENTATIONS

Engleski jezik struke 2, FON
školska 2016/17.

What is a presentation?



A short talk by one person to a group of people introducing and describing a particular subject.

Purpose of a presentation

- To inform
 - To train
- To persuade
 - To sell
- The most important thing when giving a presentation is...

PREPARATION

When preparing a presentation, think about...

- Objective
- Audience
- Venue
- Time and length
 - Content
 - Structure
 - Notes
- Rehearsal
- Equipment

Your presentation for this course...

- **Topic:** of your choice, related to the field of management, NOT theory but practice
- **Purpose/ objective:** to inform / persuade
- **Length:** 10 minutes or up to 20 slides
- **Notes** with key words allowed, but reading the whole presentation is NOT!
- **Equipment:** OHP, whiteboard, markers, visual aids (charts, graphs, etc.)

Structure of the presentation

- Front page
- Short introduction
- Body of the presentation
- Short conclusion

Front page

YOUR TITLE

Your name and surname

**English language II
Faculty of Organizational Sciences
Belgrade, month 2017**

Introduction



- Welcome the audience
- Introduce the subject
- Explain the structure of your presentation

Conclusion

- Summarize your presentation
- Thank the audience
- Invite questions
- Prepare at least one question for your audience!

Pay attention to...

- Language: simple, clear, powerful
- Body language
- Reactions of the audience
- Handouts, notes
- Font, font size, background, colours
- Voice quality
- The amount of text (no more than 8 bullet points on each slide)