

# The Business 2.0

## Presentations - Delivery aids – Video Worksheet

### Teachers' notes - Answers

#### Pre-viewing

<b>Body language:</b>	hands / balanced / alignment / posture / spine / move around / (comfortable)
<b>Dress:</b>	smart / comfortable / (image)
<b>Breathing:</b>	lungs / deep / steady / calm
<b>Visual aids:</b>	image / graph / picture / diagram / video-clip / bullet-points

#### While viewing

1

- 1 Dress
- 2 Body language
- 3 Breathing
- 4 Visuals

2

- a) Death
- b) prompt
- c) duplicate
- d) illustrate
- e) statistics
- f) bullet-points
- g) read
- h) blackout

#### Post-viewing

Suggested answers:

- a) Relax; practise a balanced posture
- b) Do deep-breathing exercises before you start
- c) Speak up and project your voice; see if there is a microphone available
- d) Make the font-size bigger; reduce the number of words and bullet points
- e) Dress smartly and appropriately
- f) Explain the statistics - don't just show them; change the diagram in some way to make it simpler to read
- g) Let the visuals support what you are saying; use the blackout button on occasions