

The Business 2.0

Presentation Skills – Structure – Video Worksheet

Pre-viewing

Have you ever given a presentation? If so, what was the topic? Who was the audience? Compare and discuss your answer with a partner.

While viewing

Watch the video without looking at the glossary.

1 According to the presenter, what's the most important thing to do in giving a presentation? Use the glossary if necessary.

- (a) planning out a clear structure
- (b) providing relevant content
- (c) creating rapport with the audience
- (d) choosing an engaging topic

2 What does 'EDIT' stand for?

3 Which memorable structures for presentations does the speaker mention?

Post viewing

current affairs
must-have gadgets

business news
time-management

a great entrepreneur
social networking

1 Using the speaker's advice, plan out the structure of a short presentation of interest and relevance to your classmates. You can choose one of the topics in the box above. Use the template below to help you plan.

What? (*Topic*)

Why?

Key point

Notes on the audience: (*amateur - professional*)

Material source(s)

Content (*essential / desirable / of interest*)

2 Give your presentation!

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