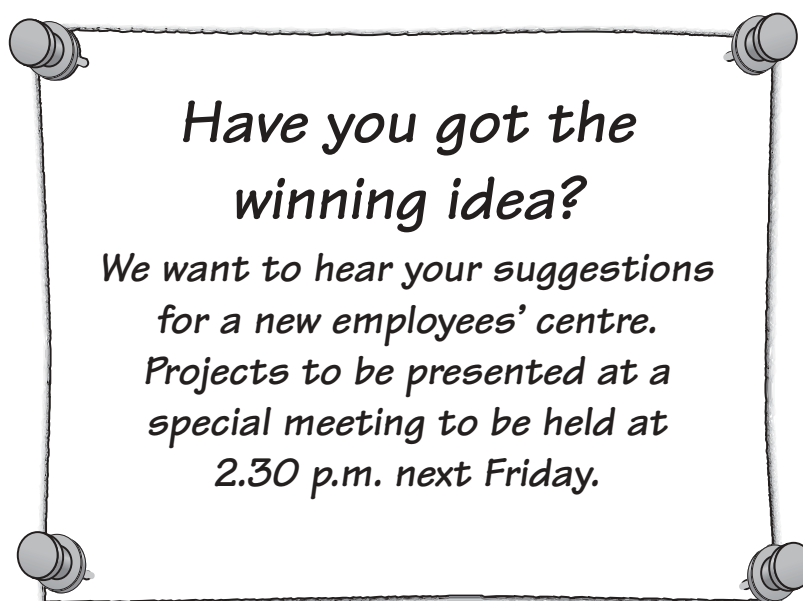


# 12a Employees' centre

Colin Benn

- 1 Work in a group. Read about the competition and decide:
  - what project would best suit the building.
  - what employees need and how your idea would benefit them.
  - what is required to make your project succeed, e.g. staff, finance, building work, facilities and equipment.

The company you work for has decided to create a new centre for its employees. (It could be a centre for sport, learning and personal development, health, relaxation, etc.) They are inviting people to submit projects and a committee will choose the winner. The company is offering a grant of 1.5m euros for the project and the centre will be located in the building where you are now.



- 2 Draw a simple floor plan of the employees' centre and label the rooms and areas.
- 3 Now prepare a short presentation to persuade the committee to adopt your project. Each member of the team should present one aspect of the project. Try to create maximum impact using pauses, repetition and rhetorical questions, and prepare visual aids to help you get your message across.

**Checklist - don't forget these four key points** ✓

- Tailor the presentation to your audience: what do they know and what do they want to know?
- KISS (Keep it short and simple) and leave them wanting more ...
- Begin and end strongly because that's what people remember best.
- Use eye contact and body language to strengthen your argument.