

The Business 2.0

Presentations - Delivery aids – Video Worksheet

Pre-viewing

Transfer the words and phrases into the appropriate box. Some words may fit in more than one box. Use the glossary if necessary.

smart	hands	lungs	balanced	calm	video-clip
alignment	steady	posture	diagram	spine	picture
comfortable	graph	deep	image	bullet points	move around

Body language	Dress	Breathing	Visual aids

While viewing

1 Put the headings in the correct order they appear in the video (1-4).

Breathing	Visual aids
Body language	Dress

2 Complete the missing words in the extracts below. You may wish to refer to the glossary.

- I expect you've heard the phrase '..... by PowerPoint' before.
- PowerPoint should add value to what you are saying; it should never be a
- PowerPoint is not there to you.
- Show pictures that what you are exploring.
- Use PowerPoint to show key.....or quotes.
- Don't fill the slide with
- Make sure your graphs are simple to
- Remember - you can use the button!

Post viewing

Using the ideas in the video and your own ideas, suggest solutions to the following problems:

- "The speaker just never stopped moving around."
- "She was so nervous her voice was shaking."
- "I could hardly hear him."
- "I couldn't read all the text on the PowerPoint slide."
- "I cannot believe it -the speaker actually wore an old T-shirt!"
- "The graph was far too complicated"
- "I didn't know whether to concentrate on the speaker, or try and read the slides"