Read the text that gives some advice and 1. complete it with the following words:

*visuals, avoid, confident, directly, easily, interesting, nervous, read, effective, communicate, variety, content*; 2. translate the text.

**HOW TO GIVE A GOOD PRESENTATION**

1. PLANNING

Think about your audience and your aims in giving the talk. Make sure you have a strong opening, middle and end. Studies suggest that people remember three points …… so structure your talk into three main sections. Then divide them into three subsections, etc. The average attention span of a listener is 6-8 minutes, so use a ……… of material. Asking people to do something increases their chances of remembering information too. Use a good quote or an interesting anecdote – they make your talk more …. .

1. WRITING

For your slides keep things simple. Use a maximum of two typefaces and a minimum 16-point size. Avoid capital letters in the main text – it’s difficult to read. During talk people take in 7% of information from the text, 55% of visual information and 38% from voice, so use … - diagrams, graphs, pictures and props. And don’t put too many words on your slides. You don’t need to write your talk in full, you are not going to …… it out. Many speakers use small cards with key words and phrases on them as clues. And get to know features in Power Point such as the Notes pages.

1. REHEARSE

You wouldn’t go to a play if the actors hadn’t rehearsed, would you? So practice in front of your friends, colleagues or family. Ask them to give you feedback on the ………., your voice and body language. You will be surprised at what you decide to change. You will see if you have too much or too little material, and you will feel less …… on the day.

1. BEFORE THE PRESENTATION

Deep breathing is an ………. way to reduce nerves, and is used by professional performers. Wear smart, comfortable clothes – they will make you feel more ……. . Make sure you have everything you need, and that your computer and beamer work. Before your audience arrive, check your slides are in focus.

1. SOME OTHER ADVICE

First impressions count. Smile, stand up straight and look …. at the audience. Breathe deeply and project your voice, introduce yourself and tell people what you are going to talk about. Remember to speak slightly slower than normal, and ……. turning your back to the audience. Don’t just read your slides, explain them in your own words. And remember to have fun and … your enthusiasm.