**Presentation and Tips**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | |  | | |
| **Worksheet** | **Level** | 6 | **Module** | 5 | **Task** | 5 | **Class** | |
| **Student(s)** | | | | | | **Date** |  |

**Activity 1**

**Fill in the gaps with given words:**

*audience, room, microphone, real, transition, short, purpose, big, books, intense, summarize, 40 to 45, concepts, overdo, criticism, age, equipment, simple, valid, features, shades, energetic, notes, comments, precious*

**Time is ………………..!**

A presentation shouldn’t be too long or too short. It must be around ………………..minutes.

**Define your ………………..!**

Before creating a presentation, decide on the main ……………….. of the subject.

**Know your ………………..!**

Impress your audience by using some features according to its ………………... Try to keep a positive attitude, and be ……………….. and enthusiastic.

**Check the presentation ………………..!**

Check if the place where you will present is small or ……………….. in order to use the proper ……………….. like speakers or a ………………...

**Preparing your presentation!**

Study the subject well and find ……………….. information on Web or ………………... Be on topic and do not analyze the subject too much but ……………….. the main topic into a few sentences.

**Use ……………….. colors!**

Don’t use ……………….. colors but use ……………….. of one color. A large variety of colors tires the audience’s eyes.

**Use ……………….. and animations!**

Use proper transitions and animations but don’t ………………... Present your subject with or without ……………….. and also with a friend so be ready for the ……………….. presentation. Don’t be afraid of ……………….. and other’s ………………...

**Activity 2**

In the previous activities you learned about and presented various subjects. However, do you think the presentations were really exciting and comprehensible to the people that you presented them to? Well, you’ll be glad to know that there are few tips and tricks that can give your presentation a boost.

**Tips and tricks for presenting**

In a previous activity you made a presentation about five European countries. However, did you define the purpose of this presentation? Open this particular project and write down three main concepts you wanted your audience to learn about in the table below.

|  |
| --- |
| Concept 1: |
| Concept 2: |
| Concept 3: |

It is a good idea to choose appropriate colors for your slides so that your presentation is easier on your audience’s eyes. So try to have your presentation consist of shades of one color rather than many different ones. So make the proper changes to your slides. Then in the table below write down the color of the first four slides and the corresponding name of the animation and transition you used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Slides** | **Slide color** | **Transition name** | **Animation name** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

Finally, an important factor of a good presentation is the audience. More specifically you have to:

* Know the type of audience that will be attending your presentation.
* Be visible to your audience.
* Check the presentation room.

So before presenting your project to your classmates, check the equipment in the presentation room and write down some elements which will help you with your presentation in the table below.

|  |
| --- |
| Audience age: |
| Available microphones and speakers: |
| Duration of presentation: |