

### Ideas for a Presentation

**A** Answer these questions:-

- 1 What is your position in your company? .....
- 2 When do you need to prepare presentations? .....
- 3 Where do you typically give presentations? .....
- 4 What are your presentations often about? i) .....  
ii) .....  
iii) .....
- 5 What does your company typically expect you to achieve in a presentation? .....
- 6 What do you think your audience expects? .....
- 7 What communication tools do you think are important in a good presentation? ♦ .....  
♦ .....  
♦ .....
- 8 How long is a typical presentation by you? .....
- 9 How do you get feedback from your audience? ♦ .....  
♦ .....  
♦ .....
- 10 Do you think a sense of humour is important in a good presentation? If 'yes', give an example. ....
- 11 List what you should avoid doing in a presentation. ♦ .....  
♦ .....  
♦ .....
- 12 How do you control your nerves? .....
- 13 List the key elements of a good presentation. ♦ .....  
♦ .....  
♦ .....  
♦ .....

**B** Discuss your answers with other students and then decide:-

- 1 What your presentation will be about. ....
- 2 How long it will last. ....
- 3 What communication tools you will be using. i) .....  
ii) .....  
iii) .....

