English: Presentations

Sku: PC383

Horas: 30

OBJETIVOS

An introduction to the vocabulary and expressions that are most commonly used when giving presentations. After looking at the different types of presentation, commonly used equipment and some common false friends, students move on to the more specific language used at each stage of the presentation: introductions, opening, main body and conclusion.There is an emphasis on signposting - phrases which indicate the flow or progression of a presentation, referring to visual aids such as charts and graphs as wel as the essential expressions to describe trends. The course then moves on to focus on virtual presentations; looking at specific vocabulary as wel as useful expressions for managing participants, dealing with technical issues and referring to visual aids. There is a focus on extended reading with texts on the subject of technology in presentations and how to use it effectively. The areas of dealing with questions, interruptions and agreeing or disagreeing are covered with listening and writing exercises that give the student authentic examples of different ways to express ourselves in both formal and informal situations. Students are also shown different examples of the language used when socialising in a presentation or conference setting, with exposure to the typical questions that are asked in these situations. Fina ly, there is a comprehensive review of al the language covered on the course in order to consolidate the areas covered.

CONTENIDOS

Introduction to Presentations

Presentation Tools

Tools and resources used in professional presentations

Presentations: Vocabulary and Expressions

Key vocabulary and typical expressions used in presentations

Types of Presentations

Different formats and purposes of presentations in business contexts

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Typical Expressions

Common phrases used to start, structure, and conclude presentations

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False Friends and Misunderstandings

- **General revision** of words and structures that are easily confused

- **False cognates / friends**

Structure of Presentations

Starting the Presentation

How to begin a presentation confidently and professionally

Outlining the Presentation

Stating objectives and giving an overview of the structure

Opening the Presentation

Typical expressions and strategies to engage the audience

The Main Part of a Presentation

Signposting & Structure

Guiding the audience through the content clearly
Using transitions and organizational cues

Ending the Presentation

Summarizing key points and closing effectively

Technology & Visual Aids

Tools and tips for integrating technology
Best practices for using slides, images, and video

Virtual Presentations – Useful Expressions

Phrases and vocabulary for remote or online presentation settings

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Graphs and Charts – Describing Trends

Language for describing increases, decreases, stability, etc.

Referring to Charts and Graphs

Accurately describing and referencing visual data

Requests and Questions

Dealing with Questions

How to handle audience questions with confidence and clarity

Interruptions

Strategies for managing and responding to interruptions during a presentation

Making Requests

Polite and professional ways to make requests during or after a presentation

Agreeing and Disagreeing

Agreeing

Useful phrases and expressions to show agreement in business and social contexts

Disagreeing

Polite and effective ways to express disagreement professionally

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Socialising

Socialising

Key expressions and vocabulary for engaging in small talk and casual conversations

Meeting Someone New

Typical phrases and strategies for introductions in professional settings

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Review

Review – Introduction to Presentations

Summary of tools, vocabulary, and typical expressions

Review – Structure of Presentations

Overview of how to open, outline, and close a presentation effectively

Review – Technology and Visual Aids

Best practices for using tech tools and visuals during a presentation

Review – Requests and Questions

Polite ways to make requests and manage questions, including dealing with interruptions

Review – Agreeing and Disagreeing

Recap of language used to agree and disagree appropriately

Review – Socialising

Summary of key expressions and tips for informal business interaction