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# EFFECTIVE PRESENTATION IN ENGLISH WORKSHOP

*2019*

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# Learning Objectives

*Effective presentation in English workshop teaches the skills needed to make clear, well-organized presentations.*

Effective presentation in English workshop will help you to:

- prepare and practice a well-organized, interesting presentation
- highlight the essential points you want the audience to remember
- present technical information clearly, concisely, and persuasively to meet audience needs
- avoid problems in English by using short easy-to-say sentences
- attract and retain audience attention
- decide what to say at each stage of the presentation
- improve your pronunciation
- learn useful phrases
- deal with questions from the audience
- gain confidence and give a memorable presentation
- structure presentations to gain maximum effect
- overcome problems with nerves and embarrassment
- identify what makes a presentation effective
- identify what makes a good introduction to a presentation
- identify ways of organizing a presentation
- learn key words and phrases for linking
- practice signposting the organization of a presentation
- describe trends, charts, and graphs
- practice using language to communicate your message clearly and persuasively
- identify what makes an effective ending to a presentation
- practice the language of endings
- practice ending a presentation
- show how to handle questions effectively at the end of presentations
- practice asking and answering questions
- practice handling questions

# OUTLINE

*This highly interactive training course focuses on professional business communication including preparation, structure, delivery, and strategy, use of visual aids, and handling questions and answers.*

## 1. **PLANNING**

Steps to preparing your presentation

Presentation techniques

The audience

Structure of the presentation

## 2. **GETTING STARTED**

Welcoming a speaker

Welcoming visitors and introducing them

Saying who you are

Explaining the reasons for a presentation

Starting with a personal story or an interesting fact

## 3. **THE MIDDLE OF PRESENTATION**

Holding the audience's attention

Listing information

Linking ideas

Sequencing

Organizing points and questions

Presenting options

Giving your opinion

Referring back

Changing topic

Explaining the meaning of specific words/ terms/abbreviations

Giving examples

Signposting

Highlighting a point

## 4. **NUMBERS**

Percentages

Fractions

Decimal points

Approximate numbers

Describing change ( an increase, a decrease etc.)

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# OUTLINE

## 5. VISUAL AIDS

*Different types of visuals*

*Interpreting visuals*

*Talking about visuals*

*Describing graphs and charts*

*Explaining graphs, charts and diagrams*

*Moving between different slides*

*Commenting on the visuals*

*Looking at details*

## 6. PROBLEMS AND QUESTIONS

*Dealing with difficult situations: a deleted or a wrong slide, time has run out, you have forgotten to say something, you have made a mistake,*

*Dealing with questions: a question that is not on the topic, difficult questions, you don't understand a question, you don't know the answer to a question, anticipating questions, asking polite questions*

*Dealing with interruptions*

*Dealing with aggressive people*

## 7. CONCLUDING

*Summarizing the main points*

*Summarizing advantages and disadvantages*

*Making recommendations*

*Making a final point*

*Giving your professional opinion*

*Thanking for attention*

*An informal ending*

*Ending with a quote, positive note, a final thought*

*Giving your opinion*

*Phrases for effective conclusions*

# OUR APPROACH

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Effective Presentation in English immerses participants in a highly interactive workshop that provides them a safe environment to practice the skills that they'll carry over to real life. It enables participants to practice their new skills through practical tools delivered via:

- mini-lectures combined with a multimedia presentation
- case studies
- analysis
- simulations
- discussions
- individual work
- pair work
- group work
- camera recordings
- audio recordings
- video recordings
- quizzes
- communication games

Throughout the workshop, the participants will practice and apply what they've learned, hone their presentation skills, self-assess and receive feedback, and deliver their short sample presentations. The presentations will be recorded for playback and review.



# FURTHER DETAILS



**LOCATION:**  
WARSAW

**DATE:**  
17-18 October 2019

**PRICING:**  
Early registration: 1690,00 PLN  
(deadline until 15.09.2019)  
Late registration: 1990,00 PLN

**What is included in the price:**

Training materials  
Certificate of attendance in Polish & English  
On-line consultation  
Lunch  
Coffee breaks

**Please feel free to contact me if you require any further details. I would be happy to answer any questions you may have.**

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