

HOW TO MAKE A PRESENTATION



1. Write a speech

- Look through the text of your speech
- Choose key points
- Place them strategically

2. Structure of your presentation

- Adequate number of slides!
- 1st slide info: topic + your name and group
- Last slide: saying thank you

3. Design

- No full sentences, only key words, schemes and lists
- *Highlight* the most important info
- Use animation
- Proofread for mistakes/misprints

3. Design

- The 10-20-30 rule
- Formal design of slides
- All slides have the same design
- Contrasting font colour and background colour

4. Speech

- Presentation text is a basis for your speech
- No reading
- Eye contact
- Simple sentences and familiar vocabulary

5. Images

- Use maximum of 2 images per slide
- You can make slides with pictures only
- Use appropriate pictures
- Comment on images

Your homework

- Make a presentation about your workplace (the company or the branch)
- Include:
 - The name of your organisation
 - The structure of the company (how many people work there, how many bosses there are, etc)
 - Your position name and description
 - Your office description
 - What you like the most about your job
 - What you do not really like

Thank you for your attention!

