

Projekt: Digitální učební materiály ve škole, registrační číslo projektu CZ.1.07/1.5.00/34.0527

Příjemce: Střední zdravotnická škola a Vyšší odborná škola zdravotnická, Husova 3, 371 60 České Budějovice

Název materiálu: Presentations

Autor materiálu: Mgr. Milan Kovář

Datum (období) vytvoření: 17. 2. 2013

Zařazení materiálu:

Šablona: Inovace a zkvalitnění výuky prostřednictvím ICT (III/2)

Předmět: Anglický jazyk, 4. ročník

Sada: AJ3

Číslo DUM: 17

Tematická oblast: Vocabulary Builder

Ověření materiálu ve výuce:

Datum ověření: 18. 3. 2013

Ověřující učitel: Mgr. Milan Kovář

Třída: ZLY4

Popis způsobu použití materiálu ve výuce:

Výuková elektronická prezentace, která je určena pro seznámení žáků se základní slovní zásobou a strategiemi na téma prezentace v tematické oblasti Vocabulary Builder. Materiál může sloužit jako názorná pomůcka doplňující výklad učitele, ale také je vhodná pro domácí přípravu žáků (např. zpřístupněním formou e-learningu). Materiál obsahuje zpětnou vazbu ověřující pochopení látky v podobě závěrečného snímku s úkolem k tématu.

Tento výukový materiál je spolufinancován Evropským sociálním fondem a státním rozpočtem České republiky.



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Presentations

First few words

- Welcome everyone warmly.
- Thank the organizers.
- Make a reference to *here and now* to relax the audience and show your human side.

First few words

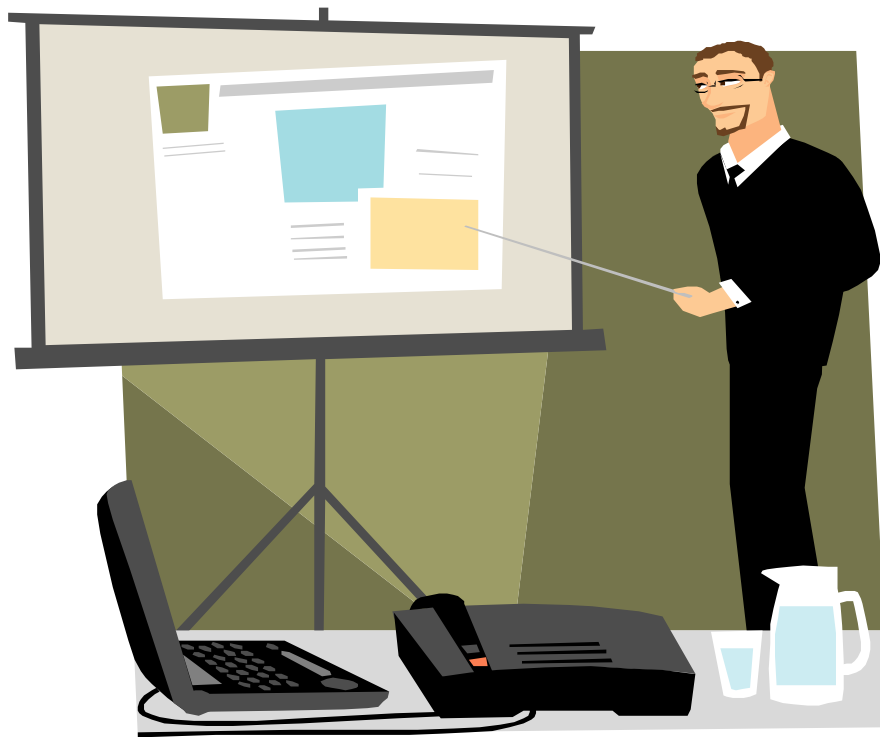
- Good morning everyone and thanks for coming. I'm very happy to be here. It's always a pleasure to visit.
- And say something nice about the place where you are.

First few words

- I hope that after the coffee break no-one will fall asleep during my presentation!
- Before I begin, I'd like to thank the organizers for inviting me here today.
- Can everybody see the screen?
- Can you hear me at the back of the room?

Presentations

- Can you practise starting a presentation?



[1]

Questions?

- The audience need to know whether they should ask questions during or after the presentation.
- My presentation this morning will take around 20 minutes, and that will leave plenty of time for questions at the end.

Presentation areas

- And it might be helpful to mention the different areas you will cover.
- I've divided my presentation into three parts. First I'll give you an overview of... Then I'll look at... And finally I'll talk in a little more detail about...

Starting the presentation

- Start with something to get attention:
- A question
- A visual, surprising statistic
- A story
- A quote, etc.

Starting the presentation

- The title of my presentation is... Why did I choose the title? Because...
- Today I'm going to talk about... This is an issue that affects us all.
- Take a look at this picture. What does it tell you about?
- Somebody once said that...

Developing a point

- To give you some background, let me explain...
- I'd like to stress one very important point.
- To give you an example of what I mean...

Rhetorical questions

- A rhetorical question is one that you answer yourself.
- It is a way to get the interest of the audience.
- So what's the problem? The problem is...
- So what's the solution? The solution is...

Rhetorical questions

- So what should we do? My answer is simple. We should...
- What exactly is Critical Path Analysis? CPA is...

Changing the subject

- Signal clearly to the audience where one subject ends and the next one begins:
- I'd like to move on to my next point.
- That brings me to my next point, which is...
- OK, that's all I want to say about...

Referring to visuals

- Make sure any graph, chart, diagram or table is clearly labelled.
- Give the audience a few moments to study it.
- Then start talking about the details.
- Use referring phrases.

Referring to visuals



- Have a look at this next slide.
- As you can see, ...

Finishing

- It is common to end with a review / summary:
- OK, just before I finish, let me go over the main points again.
- So, to sum up / summarize, ...
- That brings me to the end of my presentation.

Finishing

- Thank you very much for listening and I hope you found it interesting/useful.
- Thank you for paying me attention.
- And now feel free to ask me questions.
- Are there any questions?

Task 1

- Complete the phrases with these prepositions: **up, at, of, on, for, back**
- Good morning and thankscoming.
- Can you hear me...the end...the room?
- I'd like to move...to my next point.
- So, to sum..., our values are these.
- Going...to what I was saying before.

Seznam použité literatury a pramenů:

1. GAIRNS, Ruth – REDMAN, Stuart. *Oxford Word Skills*. 2. vyd. Oxford: Oxford University Press, 2010. ISBN 978-0-19-462004-8, s. 152-164.
2. EMMERSON, Paul. *Vocabulary builder*. 1. vyd. Oxford: Macmillan Publishers Limited, 2011. ISBN 978-0-230-40760-2, s. 122-125.
3. obrázek č. 1,2 – kliparty Microsoft Office on-line <http://office.microsoft.com>