



Presentations

1. I. Key Terms

Screen

Slides

Visual aids

White board

Data projector

Body language

Eye contact

Handout

Figures

Chart

to start with ...

turning now to ...

For example, ...

Compared to last year ...

In conclusion ...

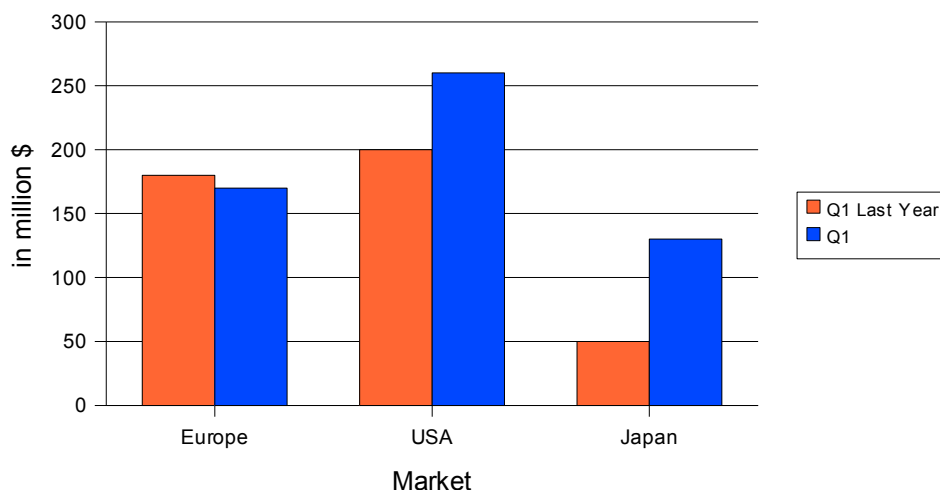
Finally ...

2. II. General Questions

1. Do you have to give many presentations in your job?
2. What do you usually need to present?
3. How do you present it? Do you use a white board or a data projector? Do you give handouts?
4. When you go to a meeting, what is the importance of the body language of the presenter?

3. III. Case Study

Sales Figures per Market



You have to present the sales results of the quarter to the company board using the following chart:

1. Introduce yourself and the purpose of your presentation
2. Comment on the figures.
3. Deal with the questions from the audience (what do you think they would be?)