

# MINI-PRESENTATIONS

## SOME IDEAS

1. Life in the 23rd century
2. Cats
3. Avoiding stress
4. Fishing
5. Africa
6. Scuba-diving
7. Computer viruses
8. Humour
9. Global warming
12. Steven Spielberg
13. Formula I motor racing
14. Keeping pets
15. Keeping fit
16. Architecture
17. Prisons
18. Napoleon
19. The European Commission
20. Genetic engineering
21. Doing the washing-up
22. How to succeed in a company
23. Learning to drive
24. Using the library
25. Stamp collecting
26. Having a baby
27. The United Nations
28. Louis Pasteur
29. The rainforests
30. Socialism
31. Gliding
32. Making a film
33. Wine-production
34. Vegetarianism
35. Selling in the 21<sup>st</sup> century
36. Life in the Middle Ages
37. Safe driving
38. The American Indians
39. Greenpeace
40. Gold

**YOUR TASK** is to give a five-minute presentation.

In this exercise, we are concentrating on the delivery skills of presentation, not on content, so it is not necessary to research facts or to build excessive detail into your mini-presentation. You can make the whole thing up if you prefer, but it's generally easier to stick to something concrete that you already know about.

The following are some examples of things to be considered:

## A CONTENT & STRUCTURE

- \* appropriate introduction
- \* brief outlining of aims
- \* transition to main body of presentation
- \* making a few main points
- \* giving a few examples
- \* quoting a few references
- \* moving to a conclusion
- \* finishing words

## B LANGUAGE & DELIVERY

- \* pronunciation
  - accuracy of vowels
  - clarity of consonants
  - stress and intonation
  - audibility
- \* continuity and pace of speech
- \* use of pauses
- \* rapport with audience - eye-contact
- \* posture, & use of hands
- \* use of notes and other aids

## C LANGUAGE

- \* grammatical accuracy
- \* appropriacy of register
- \* variety of vocabulary **(among other things!)**

n.b. You will not be able to read word-for-word - you need to make notes with keywords & sub-headings:

e.g. "GRAFFITI"

- introduction**
  - greetings/reasons for being here
  - thanks to Chairman
  - topic of graffiti/why it's important
  - outline structure of talk
- body of talk**
  - extent of problem
  - profile of typical offender
  - suggested reasons (quote "Graffiti" by Bernard Bloggs)
  - social and financial costs (£2,000,000 in London region, 1995 - use OHP to give statistics)
  - the response of authority (play tape of police spokesman)
  - success of past policies
  - current situation
  - scenario for the future
- conclusion**
  - restate cost to society
  - where does responsibility lie?
  - thanks to audience
  - invitation to questions