

Worksheet 12: Presentation slides

- 1 Do you give presentations? Who do you present to? What do you talk about?**
- 2 What kinds of visual aids do you use in your presentations?**
 - handouts
 - graphs and charts
 - photographs
 - videos
 - presentation slides (e.g. PowerPoint®)
 - real objects
- 3 Read part of a presentation from a training session and answer these questions. The title of the training session is 'How to give effective business presentations'.**
 - 1 Which visual aid is the presenter talking about?
 - 2 What is his advice?

So moving on to my second point, I want to talk about visual aids and, in particular, about using presentation software to prepare slides. Millions of presenters use slides every hour of the day. They are useful because they can help an audience understand our message. But slides can also make a good presentation very boring. Bad slides have too many words and the audience stops reading and listening.

So here's my advice: use bullet points on a slide and only write the key words. As a general rule, I suggest you have no more than four bullet points per slide and no more than five words on each line. I call it the four by five rule.

- 4 A presenter is preparing a presentation about an oil company. She has written these sentences for a slide but they are too long. Rewrite each sentence so there are no more than five words. Use the key words only. Complete the slide.**
 - 1 Gaslight Energy Corporation started trading in 1999.
 - 2 The company is an oil and natural gas exploration company.
 - 3 It works in Western Canada and also operates in the United States.
 - 4 It plans to merge with a US oil company next year.

Gaslight Energy Corporation

- *Started trading in 1999*
-
-
-

5 Write four full sentences about your company. Write about:

- When it began

- What it does

- Where it operates

- Its future plans

6 Now write a presentation slide about your company, rewriting the information from Exercise 5 as bullet points. Include the name of your company.

-
-
-
-

7 Work in pairs. Present this part of the presentation to your partner using the slide from Exercise 6.

I CAN

write bullet points for slides

present information with the slide