



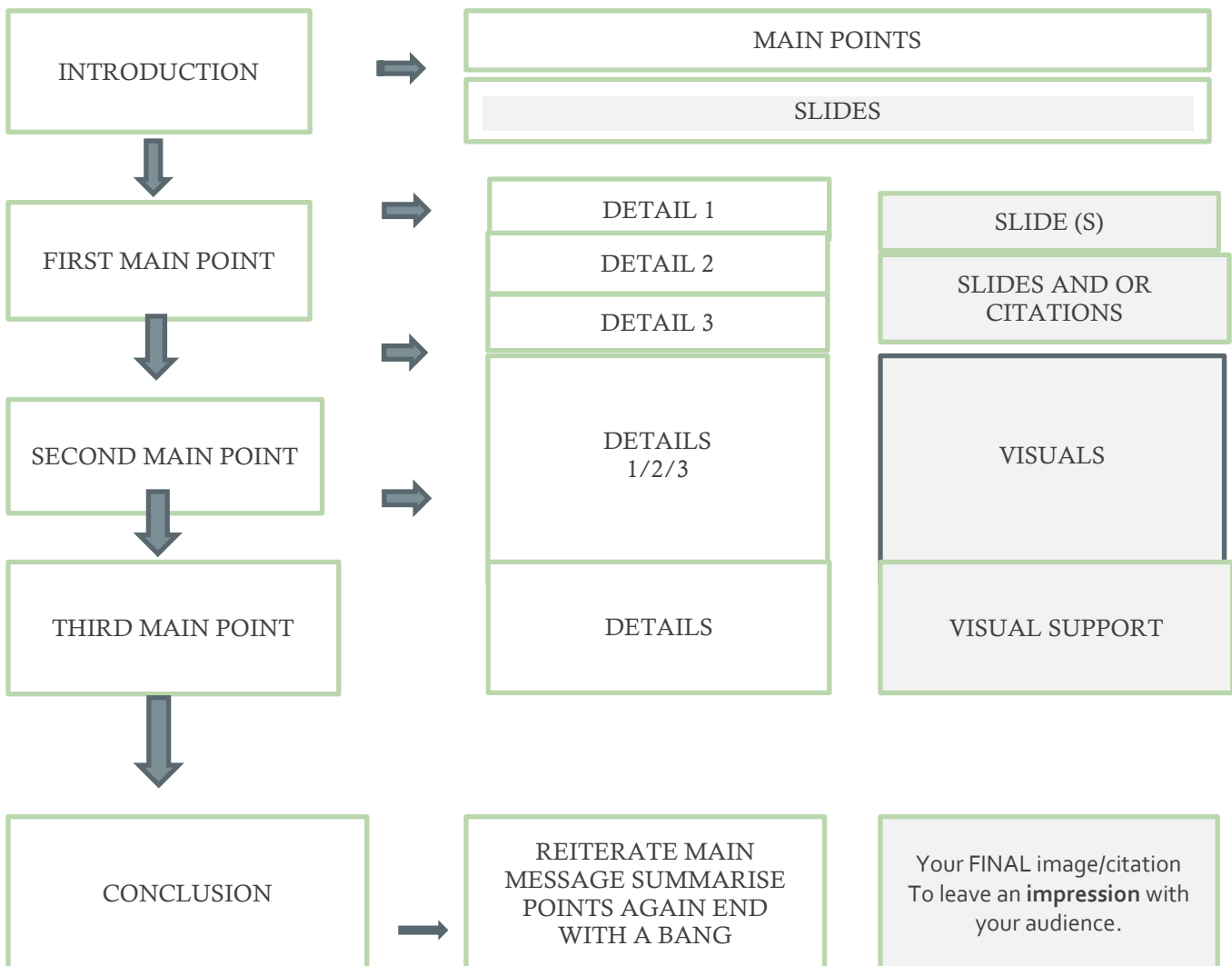
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## Worksheet 18: Structuring a presentation

Your presentation needs to be divided into clear sections so the audience can follow easily. As with a piece of written work and paragraphs, each section will have a clear topic. Look the example below to see how Molly structured her presentation. Look at the presentation again to note the details she presents and the slides she uses to illustrate the points. <https://vimeo.com/66233001>

Section	Details	Slides to illustrate points
Introduction:  The work, its location my relationship with it		
Section	Details	Slides
The artist's inspirations and motivations for this work		
Section	Details	Slides
Viewing the work Impressions of the work		
Section	Details	Slides
Historical perspective Comparisons with other works		
Section		
Conclusion: The importance of the work		

## Worksheet 19: Flow Chart for presentation



## Worksheet 20 : Notes for flowchart

Using your mind maps, you now need to start to organize your presentation into distinct sections. Each section needs a clear topic, and all slides chosen will need to support the main points you make.

What are the THREE main points you want to include in your presentation?	
What are the details you will use to support these main points?	
What slides/citations will you use to illustrate the main points/details? How many?	
Do you have any interesting details that don't fit into any of the main points? Why do you want to include them?	
Are the three parts of your presentation equal in length? Do you have more than three main points? How will you reduce the details to keep inside the 10 minutes?	
What is the main point you want the audience to remember?  Remember to put it in your conclusion	
Are there any more illustrations you need? Do you need more details/examples/comparisons to support your main points? Do you need to do any more research or can you manage with what you have already done?	
How are you going to get the audience's attention in the introduction?	

## Worksheet 21: Signposting

Once your presentation is planned into different sections your audience needs to know when one section ends and the next begins. You need to give the audience “**signposts**” to tell them which way the presentation is going. Here are some phrases that you can use to explicitly signal each section.

Give each section a heading next to the numbers according to what you think the purpose of the signpost.

1. \_\_\_\_\_

What drew me to this work was...  
I'll be exploring/looking at/telling you about...  
I'd like to start by...

4. \_\_\_\_\_

Let's look at this more closely/in more detail.  
This can be clearly seen/illustrated by...  
What does that mean?

2. \_\_\_\_\_

That's all I have to say about...  
So much for...  
I've looked at...

5. \_\_\_\_\_

Firstly...secondly...thirdly...lastly  
First of all...then...next...after that...finally  
To start with...to finish off/up

3. \_\_\_\_\_

Now I'd like to turn my attention to...  
So now let's move to...  
What I'd like to look at now is...

6. \_\_\_\_\_

I'd like to leave you with this thought  
Finally, I just want to remind you of...  
What I have learnt from this research is...

Do you feel comfortable with any of these phrases?  
Which will you use in your presentation?  
Can you think of any more?  
How will you signpost your presentation?

GO THROUGH THE NOTES YOU HAVE MADE SO FAR AND HIGHLIGHT WHERE YOU WILL NEED TO SIGNPOST

## Worksheet 22: Techniques

Look at these tips and give each section a heading, stating what technique is described. Which pieces of advice do you prefer?

1) \_\_\_\_\_

4) \_\_\_\_\_

Why tell the audience something they've already heard? It seems like a waste of valuable presentation time to tell them something again and again. But, actually, it helps them remember your presentation better.

We've already looked at this technique. Pythagoras said it was the perfect number. A list feels incomplete if the number is smaller. It's even more effective if you can throw some alliteration in.

2) \_\_\_\_\_

5) \_\_\_\_\_

A bit like point 1 but this is saying *one word or phrase* again and again. For the presenter it is a useful signposting device, and for the audience it will make your presentation more memorable. It is like a slogan or "mantra".

This is a good way to engage and involve the audience. It makes the presentation warmer and less impersonal. It helps the audience identify with you and relate the presentation to their own experience.

3) \_\_\_\_\_

6) \_\_\_\_\_

This is one of the oldest techniques. It keeps the audience awake, and makes them feel as if something is expected of them. It creates a sense of dialogue. It is also another useful signposting device. Just make sure you get the word order and intonation right, otherwise it will sound like a statement.

This is a good technique for catching people's attention and making them think. And quite fun to write (especially in a foreign language). An example could be "The work may be small and quiet, but the idea is big and loud"

**Now look at your notes for your presentation.  
Will you change your introduction/conclusion?  
Write phrases using these techniques.**

## Worksheet 23: Pausing & pronunciation.

Read this text and mark using a forward slash / where you think there needs to be a pause.

Write // if you think the pause will be longer.

Then underline the words you think the speaker will stress to give special emphasis.

*Hi everyone so today I want to talk to you about one of my favourite artists Gerhard Richter Gerhard Richter has often been described the world's most influential living painter but this doesn't come undeservedly my first encounter with Richter's work was at a retrospective panoramic exhibition at the Pompidou Centre in Paris I was truly struck by both the volume of Richter's work and the eclecticism of the subjects portrayed over the years Richter's work has been characterized by many different styles and genres he takes us from small photo-realistic portraits to giant monochrome abstract canvases from homely landscapes in the nineteenth-century style to blurred black and white images that imitate the look of smudgy newspaper print the one painting that I'm most interested in though is Betty 1988.*

Listen to the speaker to compare your ideas with how she actually presented.

Now use your own introduction and mark your pauses and stresses.

A common mistake is to speak too quickly. This is often due to nerves.

Count silently to yourself when you want a pause.

Count to TEN when you move from one section to the next.

TALK to the audience. Do NOT read to them. Practice and Visual aids will help you remember.

Practise with colleagues and/or record yourself.

## Worksheet 24: Feedback sheet

PRESENTATION	WHAT I LIKED	WHAT COULD HAVE BEEN DONE DIFFERENTLY
<b>OPENING</b>  Give reasons for choice Communicate passion Story/anecdote Rhetorical questions Introduce yourself Outline content  Did it get my attention?		
<b>STRUCTURE AND ORGANISATION</b>  Sections clear Signposting  Were the visuals clear and relevant?		
<b>TECHNIQUES</b>  Mantra Repetition In threes Comparing Contrast Rhetorical question  Did I feel involved?		
<b>DELIVERY</b>  Pausing Pacing Pronunciation (individual words and stress) Could I hear? Did the presenter look at the audience? Was the voice good?		
<b>CLOSING</b>  Clear conclusion  What was the main point?		