



OFPPT

مكتب التكوين المهني وإنعاش الشغل

Office de la Formation Professionnelle
et de la Promotion du Travail

Direction Régionale des Provinces du Sud

EFPP :ISGI LAAYOUNE

SECTION :3

ENGLISH PRESENTATION SKILLS (EPSs)

CLASSROOM INFORMATION	
FULL NAME	
OPTION	
GROUP	
LEVEL	
MODULE	ENGLISH LANGUAGE
FORMATIVE YEAR	

PROF :DIDI MED SALEM

GENERAL CONTENTS(Plan)

1.WWH QUESTIONS :

- a. **What is a presentation ?**
- b. **Why a presentation ?**
- c. **How can you make a good presentation?**

2. GENERAL FIGURES :

- a.FIGURE :1 The main /The Key Elements of a Presentation**
- b.FIGURE :2 The BDA stages of a Presentation**
- c.FIGURE :3 Classmates' feedback of a Presentation**

3.SAMPLE PLAN

4.GENERAL NOTES:

- a.General Note :1**
- b. General Note:2**

5. GENERAL DEBATE

6.PRACTICAL APPLICATIONS:

- a.Written Practical Applications : PRACTICE :1&2 SEE P 5 1st /2nd part S:3 EPSs**

B. ORAL PRACTICAL APPLICATIONS :

GIVING PRESENTATIONS

EXPLANATION :

[illegible]

1.WWH QUESTIONS :

a.What is a presentation ?

A presentation is **a means of communication** that can be adapted to various speaking situations, such as talking to a group, **addressing a meeting or briefing a team**. A presentation can also be used as a broad term that encompasses/includes other 'speaking engagements' such as **making a speech at an event**. A presentation requires you to get **a message** across to **the listeners** and will often contain a 'persuasive' element. It may, for example, be a talk about the positive work of your school or organization, or what you could offer an employer.

EXPLANATION :

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b.Reasons Why Presentations Matter?

- R 1. Inform, Educate, and Motivate the Listeners
- R 2. Increase Audience Engagement
- R 3. Offer Flexibility in Delivering/ sending Information
- R 4. Readily Accessible Communication Tool
- R 5. Portray/expose the Brand Image of Your Company (for business communication)

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c.How to make a presentation ?

Learning how to make a presentation is an incredibly **useful skill** to have in your tool belt, especially since **55% of an effective presentation comes down to non-verbal communication.**

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Planning Your Presentation

"A person without a plan is lost before they start." - Lewis K Bendele

This quote stands true for *many aspects of life*, but especially for *making a presentation* that's *powerful and memorable*.

If you're wondering how to make a presentation amazing, then you need to know that it all starts out by **choosing a great topic** angle: viewpoint, deciding on your **presentation's purpose**, and creating a **solid structure and outline**.

In this section, **you'll find tips and tricks** to help you better plan your presentations.

EXPLANATION :

[illegible]

Skill:1. Choose the topic of your presentation

- Choosing the topic of your presentation is arguably/may be one of the most important parts of presentation creation.
- If you're a student or a trainee looking for presentation topics, check out our list of the selected topics covering various subjects to find something you like.
- If you're a business professional, and you don't have the luxury of picking out your presentation topic, that's okay. You can always find a unique angle:viewpoint, such as *focusing on a specific problem*.
- Even if it doesn't seem to be an exciting topic, you can still make your presentation engaging with the right presentation skills and eye-catching presentation visuals.

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SKILL:2. Research your topic and know it inside and out

- When the time comes to present your presentation, you need to feel confident in yourself and your abilities in order to win your crowd's trust.
- One way you can achieve this is by knowing all the ins and outs of your topic. This way, you'll feel prepared for any questions and know just how to answer them.
- You can do in-depth/considered research on any topic by reading up on related material online or in a library. But if you want to walk the extra mile, you can even get in touch with some of your audience in advance and ask them what they'd like to see in your presentation.

➤ EXPLANATION :

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SKILL3. Consider your audience AND speak their language.

□ Now, not only do you need to know your topic well, but you also need to know and study your future audience just as well. Why?

□ Because by knowing your crowd's interests, attention span/distance and pain points(weakness points), you'll be able to connect them through your presentation. Plus, you'll be in a better position to solve their problems and add value to their lives.

□ For example, an advanced, data-driven presentation full of technical jargon / dialect language might not be the best idea if you're presenting to someone who is new to your field and unfamiliar with complicated terms.

□ It might end up confusing them instead of leaving a strong impact. You need to be able to speak their language and meet them on their level.

□ Going back to the example above, your presentation would likely be more successful if you simplify the information and start with the basics before jumping into the data and technicalities.

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SKILL :4. Decide on your presentation’s purpose

For every presentation you create, you need to have an end goal and purpose in mind.

¶ Every presentation’s goal can be summed up within one of the following purposes:

- 1) To inform
- 2) To entertain(it is not important for you because it can be used for children: amazing :funny etc)
- 3) To inspire/motivate
- 4) To persuade

¶ Your presentation’s purpose may even be a combination of the above four.

¶ The idea of pinpointing(analytical) your presentation’s purpose is to help you create your presentation’s subject matter, outline and structure more.

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Skill: 5. Create a solid presentation outline.

□ In order to make a great presentation, you need to have a great outline to piggyback off of/linked.

□ According to the University of Arkansas, to create a compelling speech with impactful results, you'll need three key things in your outline:

1. A compelling intro/convincing intro,
2. A strong body
3. A conclusion that drives your main points home.

□ NOTE : The University of Arkansas The University of Arkansas is an American university, located in Fayetteville, Arkansas and founded in 1871.

► EXPLANATION :

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A compelling intro/convincing intro: Starting with a strong intro can make your audience sit up in their seats and listen to you. Some ways to start your presentation include asking a thought-provoking/challenging question, listing the benefits and shocking the audience with a fact or statistic.

□ A strong body: To write a great body for your presentation, you need to unravel (solve or explain) your opening statement, give evidence by including all of your facts and statistics and include supporting arguments to prove your statements and to educate your audience on your topic.

□ An actionable conclusion: In your conclusion, make sure you loop back (repetition: repeating) to your original opening statement and give your audience actionable steps to take in order to reach the solution you have to offer them.

□ Another important thing to consider when planning your presentation structure is how long your presentation is going to be, and how many slides you're going to add.

► EXPLANATION :

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Skill: 6.Writing the Presentation Content

Now that you know how to create a presentation outline, let's talk about what **the content** of your presentations should look like.

The content is the real “meat” of your presentation

— you need to ensure that it's credible, full of value and crafted /created in a way that **makes it easy for your audience to understand it.**

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► SKILL :7.Quality of information

□ Good quality information is:

□ Relevant Information obtained and used should be needed for decision-making - it doesn't matter how interesting it is. ...

□ Up-to-date. Information needs to be timely if it is to be actioned.

Accurate. ...short

□ Meeting user needs. ...

□ Easy to use and understand. ...

► EXPLANATION :

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SKILL :8. QUANTITY OF INFORMATION

Limit the amount of text on your slides

Since if not overwhelming/Spreading your audience with **too much information**, it's a great idea to try to keep your **text to about 6-8 lines per slide**.

► **EXPLANATION :**

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SKILL9. Use Positive Visual Aids.

- Positive visualization can help you. You can imagine a good outcome for a situation. It is more likely to happen that way if you do it in your mind. This is how you can use positive visualization in your presentation:
- – Your presentation should have a visual aid that shows what's being talked about, like a PowerPoint or other type of chart showing trends. Don't just read off slides — be sure to engage with the visuals as well. If you're using a PowerPoint, for example, click on the chart or graph and say something about it.
- – If you have written slides like bullet points to summarize your talk: put those up at the beginning of your presentation so that people can see them before going into detail. This is also called an

"outline" in some places, and it's a great way to summarize what you're going to talk about so

that your audience remains engaged.

- – If you can, try using videos or pictures in addition to words on slides — this will help engage the audience and keep them from being distracted by reading everything off the screen. It also allows you to change slides without having to read everything off the screen, making it more difficult for people to follow along.
- – If you don't have visuals and need them: try using a podcast or video (YouTube) that will bring your presentation to life with sound effects, music, voiceovers/Narrations, etc. This is one way to help the audience imagine what you're talking about and keep them engaged.

► **EXPLANATION :**

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Visual aids

Visual aid is any object or Picture that relates to the subject being taught.



Some Types of visual aids :

- 1) Actual objects**
- 2) Pictures**
- 3) Charts**
- 4) Posters**
- 5) Maps**
- 6) Flash cards**
- 7) Overhead projector**
- 8) Slides**
- 9) Flyers**
- 10) etc**

➡ **EXPLANATION :**

[illegible]

SKILL 10. Use your Body Language

- The meaning of your speech relies heavily on nonverbal communication. However, over 75% of all communication is body language, including gestures, eye contact, and facial expressions.
- – You want to have good eye contact with the audience — not just because it's polite, but also because it will help you connect and engage. Your gestures must be natural without seeming forced or unnatural, as this could come off negatively.
- – Gestures should be appropriate to your presentation. For example, if you're talking about something emotional, gestures can help communicate what you're feeling and help your audience connect with the topic.
- – Don't forget facial expressions! You want to show enthusiasm or other emotions when they are relevant for the audience to understand any underlying meaning.
- – Maintain a good posture to show that you are confident and determined. This can help the audience know that they're in for an exciting presentation.

➤ **EXPLANATION :**

[illegible]

2.GENERAL FIGURES

A.FIGURE :1 The main /The Key Elements of a Presentation

Making a presentation is a way of communicating your thoughts and ideas to an audience .

See FIGURE 1 on the whiteboard

FIGURE	KEY

Explanation:

Presenter/SPEAKERS

The role of the presenter is to communicate with the audience and control the presentation.

Remember, though, that this may also include handing over the control to your audience, especially if you want some kind of interaction

Audience/LISTENERS

The audience receives the presenter's message(s).

However, this reception will be filtered through and affected by such things as the listener's own experience, knowledge and personal sense of values.

Message

The message or messages are delivered by the presenter to the audience.

The message is delivered not just by the spoken word (verbal communication) but can be augmented by techniques such as voice projection, body language, gestures, eye contact (non-verbal communication), and visual aids.

The message will also be affected by the audience's expectations. For example, if you have been billed(owed) as **speaking on one particular topic**, and you choose to speak on another, the audience is unlikely to take your message on board *even if you present very well*. They will judge your presentation a failure, because you have not met their expectations.

Reaction and Feedback

The audience's reaction and therefore the success of the presentation will largely depend upon whether you, as presenter, effectively communicated your message, and whether it met their expectations.

As a presenter, you don't control the audience's expectations. What you can do is find out what they have been told about you by the conference organizers, and what they are expecting to hear. Only if you know that can you be confident of delivering something that will meet expectations.

Method

How will the presentation be delivered?

Presentations are usually **delivered direct** to an audience. However, there may be occasions where they are delivered from a **distance over the Internet using video conferencing systems, such as Skype.**

It is also important to remember that if your talk is recorded and posted on the internet, then people may be able to access it for several years.

Impediments /barriers/obstacles

Many factors can influence the effectiveness of how your message is communicated to the audience.

- For example **background noise or other distractions, an overly warm or cool room**, or the time of day and state of audience alertness/awareness can all influence your audience's level of concentration.
- **As presenter**, you have to be prepared to **cope/handle/manage with any such problems and try to keep your audience focused on your message.**

B.FIGURE :2 B. THE BDA STAGES OF A PRESENTATION

Steps To Create a Presentation

Any presentation has three phases: **preparation, delivery, and follow-up.**
All presentation skills fit into one of **these three phases.**

(3 STAGES)

SEE FIGURE 2 ON THE WHITEBOARD

FIGURE	KEY

EXPLANATION:

Before:

- **1.Preparation**
- Preparation involves research and building the presentation. Consider the audience you'll be presenting to and what most interests them.¹ This may mean crafting the entire text (or at least writing notes) and creating any slides and other supporting audio/visual materials.
- You will also have to make sure that the appropriate venue is available, properly set up beforehand, and ensure the projector (if you'll need one) works and connects with your laptop.
- You'll also want to practice your presentation as many times as you need to to feel comfortable delivering it with ease and confidence within the time allotted for the presentation.²
- Skills related to preparation include conducting research related to your presentation topic, devising charts and graphs depicting your research findings, and learning about your audience to better tailor your presentation to their needs. You'll also need to create digital slides, using statistics, examples, and stories to illustrate your points and effectively to persuade the audience.
- Preparing handouts or digital references is an added courtesy that will help the audience pay attention because they won't be preoccupied with note-taking.

- **Whether you're presenting to 5 people or 500, it's crucial that your presentation be well-rehearsed and thought out in advance. If you have the opportunity, get feedback from a colleague who has seen countless productions before — they know what will make yours stand out, not just from good but also plentiful. One of the best ways to practice your presentation is to record yourself speaking to see what's working and what needs more work.**
- **– Practice in front of a mirror or with friends, colleagues, or family members — this will help you identify facial expressions that might not be conveying the right message for an effective speech.**
- **– While rehearsing: do you sound confident? Are you making eye contact? Do your gestures look natural or like they're trying to compensate for lack of words, too wordy, etc.?**
- Practice in front of an audience. This will help give you the confidence and insight needed to deliver an excellent presentation.**

During

Maintaining eye contact, using gestures, and speaking clearly help build confidence and connection with the audience. It is important to stand up straight, avoid distracting movements, and use open facial expressions—like smiling—to show enthusiasm. Engaging the audience by asking questions or using interactive moments early on, such as “raise your hand if...” prompts, keeps listeners attentive and involve.

After :

- Presentation follow-up includes properly breaking down and storing any equipment, contacting any audience members with whom you agreed to communicate further, and soliciting, collecting, and analyzing feedback.
- In some presentations, you may collect information from audience members—such as names and contact information or completed surveys—that you also must organize and store.
- Skills related to follow-up include creating an evaluation form to solicit feedback from attendees, interpreting feedback from evaluations, and modifying the content and/or delivery for future presentations. Other follow-up skills include organizing a database of attendees for future presentations, interviewing key attendees to gain additional feedback, and emailing presentation slides to attendees.

➤ OPENING DISCUSSION

➤ ASKING QUESTIONS

➤ RELATED DEBATE

- Tell the audience in advance when you will be taking questions. ...
- Anticipate questions in advance. ...
- Realize that questions are a good thing. ...
- Make eye contact with the questioner. ...
- Always take a brief pause before launching into your answer. ...
- Be sure that you understand the question they are asking or point that they're making.

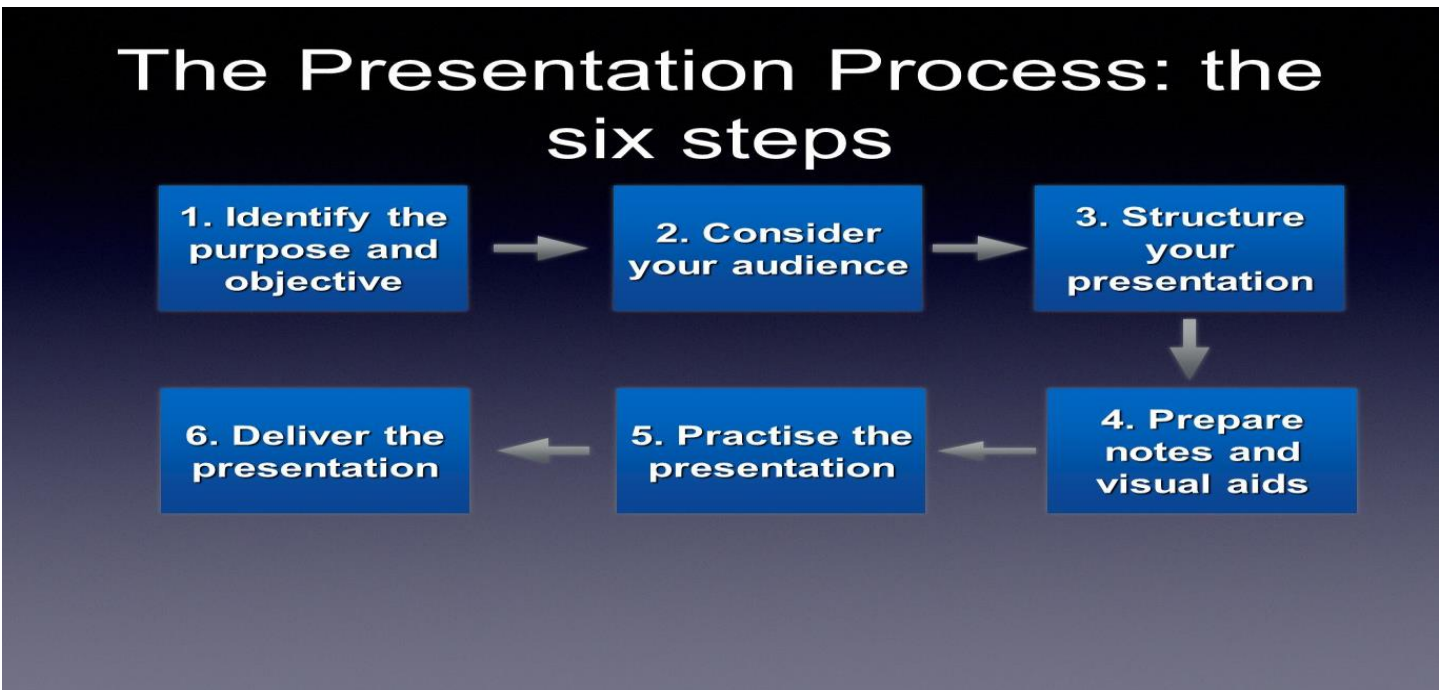
Figure :1

ASKING QUESTIONS & OPENING DISCUSSION

A group of diverse hands holding up colorful question marks, symbolizing inquiry and research.

(This area contains faint horizontal lines for writing.)

FIGURE :2



➡ **EXPLANATION :**

[illegible]

C.FIGURE 3 : Classmates' feedback on a presentation

See the figure on the whiteboard

► **NOTE :**

The above figure is ***about all the different types of reactions*** that can be done **by the end of a presentation.**

Document:N°1

Full name:..... Option:..... Group:..... Level:.....

STICK THE DOCUMENT HERE

► **EXPLANATION :**

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3.Sample Plan

► NAMES OF SPEAKERS:

► S:1...F.N.....P.N.....

► S:2...F.N.....P.N.....

► TIMING:.....

► TITLE OF A PRESENTATION

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I.INTRODUCTION:

II.MAIN INFORMATION

1.Sub-title:1.....

a.....

b.....

c

2.Sub-title:1.....

a.....

b.....

c.....

III.Conclusion

PAGE:22

► EXPLANATION :

4.GENERAL NOTES:

► IMPORTANT NOTE : 1

- There is one very important point to remember: if what you're doing or saying is not working, do something else.
- One of the worst feelings as a presenter is that you have lost your audience. You know that's happened, but you continue to stumble through your remaining PowerPoint slides.
- Note:
- A presentation that's finished in half the time allotted is as problematic as one that's too long-winded.
- Some key organizational skills to work on include event planning, auditing, benchmarking, prioritization, and recordkeeping. Make sure your scheduling is on point and pay close attention to detail. Quick thinking is an important skill to have for when things inevitably go wrong.

► IMPORTANT NOTE : 2

► Making a presentation means actively participating in a project. During a presentation, different actors are involved. The construction of a presentation is therefore not to be taken lightly. **You must be able to involve your colleagues and management, while conveying valuable information to them.** Based on this observation, it is possible to establish a list of points to be respected in order to succeed in a presentation.

► **Here are the essential points to make a successful presentation:**

- Clearly define your objectives before making a presentation
- Learning and mastering your subject
- Building the plan and thinking about storytelling
- Prepare and rehearse your oral presentation
- Be natural during the presentation

ADDITIONAL ACTIVITIES :



► **EXPLANATION :**

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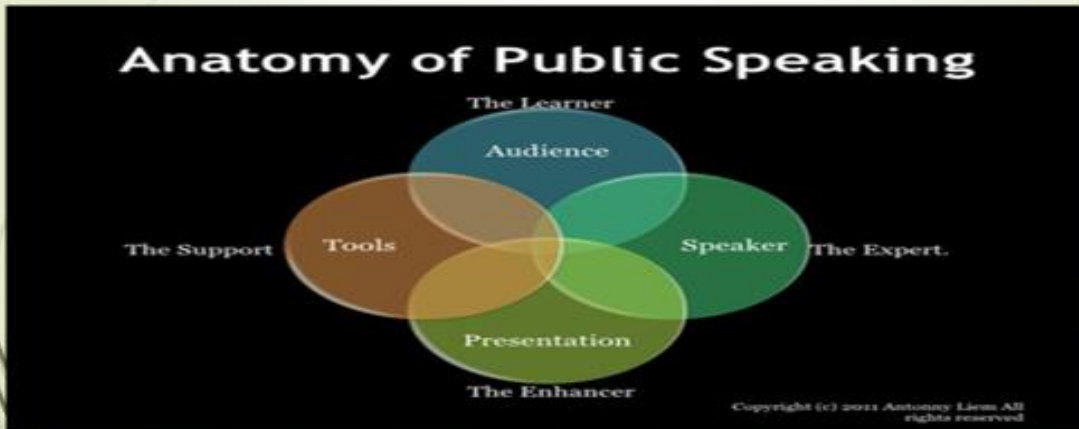
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FIGURE :2



► EXPLANATION :

Steps in **FIGURE:3**



► EXPLANATION :

FIGURE:4

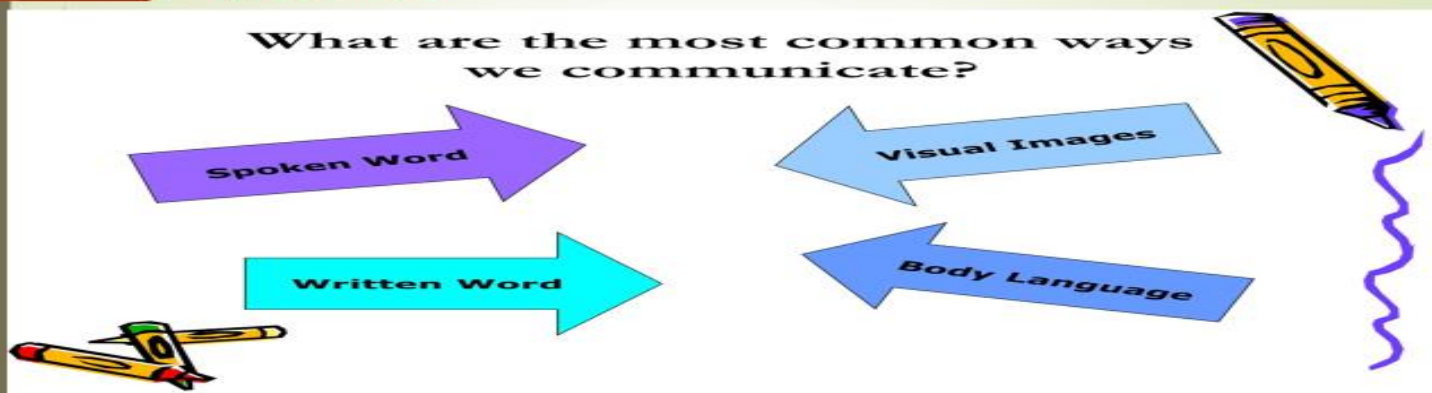
What does the communication constitute of ?



EXPLANATION :

FIGURE:5

What are the most common ways we communicate?



EXPLANATION :

FIGURE:6

PRESENTATION SKILLS

Tips and Techniques for Effective Presentation Skills (Female Infographic)



EXPLANATION :

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5.GENERAL DEBATE:

- DISCUSSING ALL THE MAIN POINTS THAT ARE RELATED TO THE SECTION :
- **S: 3** EPSs
- EFFECTIVE DISCUSSION & COMMUNICATION

6.PRACTICAL APPLICATIONS:

Here is a practical set of exercises on Giving Presentations, suitable for English learners and communication-skills classes.

Exercises on Giving Presentations

Exercise 1: Match the Presentation Stages

Match each stage with its correct description.

Stage	Description
1. Introduction	A. Summarize the main points
2. Body	B. Welcome the audience and introduce the topic
3. Conclusion	C. Explain the main ideas with examples
4. Q&A	D. Answer questions from the audience

Exercise 2: Complete the Sentences

Complete each sentence with an appropriate presentation expression.

1. Good morning everyone. Today, I would like to _____.
2. Let me begin by _____.
3. First of all, I would like to _____.
4. Moving on to my next point, _____.
5. Let me give you an example of _____.
6. To sum up, _____.
7. Thank you for _____.
8. I would be happy to answer _____.

Exercise 3: Choose the Correct Expression

Choose the best expression.

1. You want to introduce your topic:
 - a) “That's all.”
 - b) “Today, I’m going to talk about...”
 - c) “Any questions?”
 2. You want to move to another point:
 - a) “Moving on to...”
 - b) “Goodbye.”
 - c) “Thank you for coming.”
 3. You want to give an example:
 - a) “For example...”
 - b) “Finally...”
 - c) “Good morning...”
 4. You want to conclude:
 - a) “First of all...”
 - b) “To conclude...”
 - c) “Let me explain...”
 5. You want to invite questions:
 - a) “Are there any questions?”
 - b) “Let me start.”
 - c) “For instance...”
-

Exercise 4: Put the Presentation in Order

Put these sentences in the correct order.

- A. “Finally, I will summarize the main points.”
- B. “Good morning everyone. Today, I’m going to talk about effective communication.”
- C. “Let’s begin with the importance of communication.”
- D. “Now, let’s look at some practical examples.”
- E. “Thank you for listening. Are there any questions?”

Correct order: _____ → _____ → _____ → _____ → _____

Exercise 5: Presentation Vocabulary

Complete the sentences using:

audience – visual aids – topic – conclusion – introduction – body language

- 1. The people listening to a presentation are called the _____.
 - 2. The first part of a presentation is the _____.
 - 3. The main subject of a presentation is the _____.
 - 4. Pictures, graphs, and PowerPoint slides are examples of _____.
 - 5. Facial expressions, gestures, and posture are part of _____.
 - 6. The final part of a presentation is the _____.
-

Exercise 6: Identify the Problems

Read the situation and identify five problems.

Ahmed is giving a presentation. He reads every sentence directly from his slides. He speaks very quickly and rarely looks at the audience. His slides contain long paragraphs and many different pieces of information. He does not introduce his topic clearly and finishes without summarizing his main points.

Questions:

- 1. What is wrong with Ahmed's use of slides?
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- 2. How is his speaking speed?
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- 3. Does he make enough eye contact?
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- 4. Is his introduction effective?
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- 5. What should he do at the end?
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Exercise 7: Improve the Presentation

Rewrite these weak expressions to make them more professional.

1. "I'm gonna talk about social media."

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2. "Okay, next thing."

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3. "That's it."

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4. "You got any questions?"

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5. "So, yeah, that's my presentation."

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Exercise 8: Complete the Sentences

Use the words below:

practice – audience – feedback – research – eye contact – visual aids – conclusion – questions

1. Before presenting, you should _____ your topic carefully.
2. You should _____ your presentation several times.
3. During the presentation, maintain _____ with the audience.
4. _____ such as pictures, charts, and graphs can support your ideas.
5. At the end, give a clear _____.
6. The speaker should pay attention to the _____.
7. After the presentation, ask for _____.
8. The speaker should be prepared to answer _____.

Exercise 9: Give a Short Presentation

Choose **ONE** topic and prepare a **3–5 minute presentation**.

Topics:

- The importance of English in the workplace .
- Social media: advantages and disadvantages
- The importance of communication skills
- Artificial intelligence and education
- How to become a successful student/trainee .
- The importance of teamwork

Your presentation should include:

1. Greeting
2. Introduction of the topic
3. Purpose of the presentation
4. Three main points
5. Examples
6. Conclusion
7. Invitation for questions

Useful Presentation Structure

Opening:

“Good morning everyone. Today, I’m going to talk about...”

Introducing points:

“First of all...”

“Secondly...”

“Finally...”

Giving examples:

“For example...”

“For instance...”

Moving between points:

“Let’s move on to...”

“Now, I’d like to discuss...”

Conclusion:

“To conclude...”

“To sum up...”

Questions:

“Thank you for listening. Are there any questions?”

ADDITIONAL PRACTICAL APPLICATIONS

PRACTICAL APPLICATION : 1

Read the following tips and order them according to the following (write numbers only)

1. Answer questions from the audience.
2. Research the topic.
3. Evaluate your performance.
4. Prepare visual aids.
5. Introduce yourself and your topic.
6. Ask for feedback.
7. Practice several times.
8. Maintain eye contact with the audience.
9. Check the room and equipment.
10. Thank the audience

BEFORE PRESENTATION									
DURING PRESENTATION									
AFTER PRESENTATION									

PRACTICAL APPLICATION : 2 (see the related article):

6 .Recommendations about speaking technique:

R:1.....

R:2

R:3

R:4

R:5

R:6

CONCLUSION :

- Presentation skills refer to all the qualities you need to create and deliver a clear and effective presentation. While what you say during a presentation matters, employers also value the ability to create supporting materials, such as slides.
- Your prospective employer may want you to deliver briefings and reports to colleagues, conduct training sessions, present information to clients, or perform any number of other tasks that involve speaking before an audience.
- Giving engaging and easy-to-understand talks is a major component of the strong oral communication skills that are a job requirement for many positions. Not all presentations take place in a formal meeting. Many presentation skills are relevant to one-on-one consults or sales calls.

ADDITIONAL EXPLANATIONS:

[illegible]

ADDITIONAL EXPLANATIONS:

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ADDITIONAL EXPLANATIONS:

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ADDITIONAL EXPLANATIONS:

