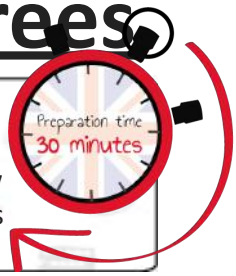
I can't see the wood for the trees



EAE Learning objectives for this lesson

Objectives: Learn and practice using linking words. Practice presentation techniques and how to explain your idea clearly. Practice using the present perfect and present perfect continuous tenses for justifying decisions and explaining your current project.



Activity One : Ask and answer these *questions* with your partner or teacher

1. How often do you make presentations?
2. In your mind, what makes an effective presentation?
3. How often do you have to make presentations in English?
4. When are presentations used in your job?
5. Do think that when making a sale to a customer, this is a form of presentation?

Activity Two : *Comprehension* - Read the article with your partner or teacher and answer the comprehension questions

Four simple and effective presentation techniques you can use today

Follow an Outline

The oldest presentation advice in the book is to, "Tell them what you're going to tell them, tell them, and then tell them what you told them!" The purpose behind this quote is making sure that you are following a specific formula in each and every one of your presentations. This does not mean to be boring; you can always add intrigue, mystery, and a story into your speech. However, your audience must completely understand the message you are trying to put across during each step of your talk.

Supplement Speech with Action

The best presenters are always high-energy and active. They move around the room, display different vocal ranges, and use hand signals to drive home key points. When you are giving your next presentation, make sure you are moving on occasion. There is actually even a formula to presentation movement! If your speech has three key points, begin with point number one on the left side of the room. When you begin making a new point, move to the right side. Finally, when you are ready for the last point and your conclusion, move into the center or forward a few steps. Your audience will subconsciously associate your movement with the points you are trying to make, and remember them more clearly.

Silence is Golden

Have you ever been in the room with a fantastic presenter who suddenly grew silent? The air becomes tense, and the audience is leaning on every word, just waiting for the speaker to continue. Silence can be an incredibly powerful tool, if used correctly. At first, being silent in front of a group may make you uncomfortable. But as you become more accustomed to using silence, you will begin to see its usefulness. Try pausing for a few seconds between every new point you make, or right before you are about to reveal the answer to a rhetorical question you have asked the audience. Your next words will be remembered!

Make Eye Contact

You would be surprised at how many speakers don't take advantage of this tip. Sometimes, it is too easy to stare at the back wall as you give your speech, or scan the room quickly without pausing in any one area. In order to keep your audience focused and attentive, spend time making quality eye contact with every listener you can. Accompany your eye contact with a smile if your presentation is light-hearted or educational. Speakers who continually make eye contact with the audience are seen as warm, intelligent, and confident.

Don't hesitate to practice these tips before you use them. Make sure you are comfortable with using an outline, moving around the room, and pausing between sentences. These tips are not only for the speaker to be more effective, but for the audience to remain entertained!

(SOURSE: https://psg.hitachi-solutions.com/blog/4-simple-and-effective-presentation-techniques-you-can-use-today)



Questions:

a. What are the four presentation techniques?
b. Put the first quote in the text into your own words
c. What is meant by «different vocal ranges»
d. What can make people feel uncomfortable during a presentation but is an effective technique?
e. How long should you pause between points?
f. How does a speaker get seen as intelligent and confident during a presentation?
g. Do you agree with the points in the article?

Activity Three: Linking words and expressions - *Review*.



First of all		*So, all in all*
Secondly	*It does seem clear that*	
Finally	*This means that*	*I do feel that…*
	So we need to	*This is an issue that…*
I agree that		*So, we try to…*
However	*As a matter of fact*	
In fact	*Furthermore*	*Yes, it's true that..*
Therefore	*Then there is the*	*Which means that..*
So finally	*question of*	*So in the end…*

Introductory words

Basically, Ultimately, Essentially, Clearly, Obviously, In fact,

Activity Four: Simplifying..

The expression *'I can't see the wood for the trees'* means that you can't understand something clearly because you are too close to it and it's too detailed. When you are speaking in English it is important to try to simplify your message and avoid long, detailed complicated sentences. So you need to use short, sentences and structure what you are saying with linking words.

Prepare what you want to say
Avoid linking two ideas together
Point out important ideas with introductory words
Emphasise important words with intonation
Relate to the people listening, with words they understand.



***Practice** the PAPER method: Use this method to explain your latest work project.*

Activity Five: *Paper Planes*

'Simple is best'. As we were discussing in activity four, in many situations it's best to keep things simple. 'The simple things in life' are also sometimes overlooked, even if they can be great sources of satisfaction. A paper plane or a paper boat can keep kids occupied for as long as a sophisticated computer game. A picnic in the countryside can be more fun than a meal out in an expensive restaurant. A handwritten letter on nice writing paper is more effective than a lengthy e mail.. Climb a tree and look at the view, wrap up some sandwiches in greaseproof paper and head out on a hike. Cut out some pictures from a magazine and make a collage. Make coloured paper chains to decorate a room in your house before a dinner party. Organise a treasure hunt in your garden with clues printed on cards which you hide.Take a Polaroid camera out with you and pose for some funny pictures… There's nothing new in these activities, but they are just as fun as ever!

- Can you think of other simple things which you enjoy?
- How many different types of paper are described in this paragraph?
- Describe the exact quality and properties of the different types of paper mentioned. Use the 'paper' method to simplify what you are saying, and the linking words from above.

Activity Six: Present perfect and Present perfect continuous review

Present Perfect

HAVE + Past Participle

We use the present perfect to talk about an action that started in the past but has a link to the present or for an experience

For example: a. Our research has shown that we need to change our sales techniques

b. We have conducted this research before



Present Perfect Continuous

HAVE + BEEN + VerbING

We use the present perfect continuous to talk about the length of an action that started in the past but still happening today (it has not finished)

For example: We have been working on this project for three months

Identify the tenses used here:

- We have been using paper for hundreds of years to write legal documents on.
- We have been manufacturing paper from trees for generations.
- We have finished writing the report and now we have to print it.
- She has just sent the letter. You will receive it, in a brown envelope, in the post tomorrow.

Activity Seven: Justify

Act out the following situations with your partner or teacher. In every case you have to explain and justify your decisions to the person involved.

1. One of your clients is not happy that you have discontinued a product that they have been ordering for the last two years.
2. Your Manager wants to know why you have decided to change the details of the current project you are working on
3. There is a potential investor who would like to know what you have been working on and what projects have been started before finalising their investment

Activity Eight: Presentation:

Using the techniques and vocabulary you have learnt, create a really simple, short presentation for your teacher about something that you are currently working on or a sales presentation for a new product you have produced.

