

# A PRESENTATION IN ENGLISH

Effective preparation requires consideration of the following things:

- Ask yourself what the presentation is all about, its title and its goal
- Think about who your audience is
- Figure out what your main message is
- Think about the structure of the presentation: the opening, the main part and the summary
- Mind that there are two types of presentation
- Prepare yourself for questions. Think about what questions the audience might ask
- You have only 8 min to present. So, make the presentation simple, have no more than 10-12 slides using a font that is legible from a distance
- Don't put large blocks of text in your presentation. No one will be interested in reading it; people prefer visual material. So think about images, graphs and videos that support your idea, but don't overwhelm the audience with too many visual aids

## 1. INTRODUCE YOURSELF AND SET THE THEME

At the beginning of the presentation, it's important to introduce yourself, giving your full name, position. After the introduction, don't forget to state the topic of your presentation.

## 2. PROVIDE AN OUTLINE OR AGENDA OF YOUR PRESENTATION

Providing an outline of the presentation is a must, as people want to know why they should listen to you. That's why the opening part is very important. It should be cheerful, interesting and catchy. You should know it by heart, so you don't lose track of your thoughts even if you are nervous.

Explain when the listeners can ask questions

A Question & Answer period (Q&A) usually takes place at the end of the presentation, so you have enough time to deliver the main message of your speech without being interrupted by multiple questions. If you want the audience to ask questions during or after the presentation, say so.

## 3. MAKE A CLEAR TRANSITION IN BETWEEN THE PARTS OF THE PRESENTATION

Using transition words and phrases in English makes your presentation look smooth and easy to follow.

#### 4. WOW YOUR AUDIENCE

If you are not excited by your presentation, your audience will not be excited either. When presenting, you should plan to wow your audience. Use adjectives and descriptive words as they will help to attract the audience's attention and make your speech more vivid and memorable.

#### 5. MAKE YOUR DATA MEANINGFUL

If you need to present numbers or some comparative analysis of algorithms for integration, use some visuals to present it. You can use charts, graphs or diagrams to make your data meaningful and visually attractive. Remember that pie charts are good for representing proportions, line charts to represent trends, column and bar charts for ranking.

#### 6. SUMMARIZE

At the end of the presentation, briefly summarize the main points and ideas. Provide the audience with your opinion and give them a call to action, let them know what you want them to do with the information you've shared. End of the presentation by thanking all the listeners and inviting them to the Q&A.