

*Tips*

# Presentation Skills

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## CLASS 2 – LAYOUT

The following are some useful equipment and associating vocabulary. If you are asked what you need for your presentation you will have an answer!



**Presentation Mouse**



**Slide Projector**



**Extension wire**



**Liquid Crystal Display (LCD)**

**projector**



**VGA Connector**



**HDMI Connector**



**Laser pointer**



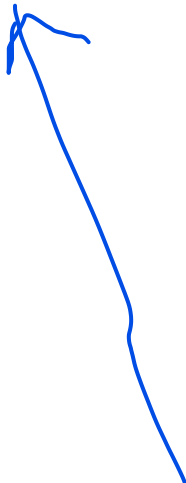
**Flip Chart**

**Positive Signals***Positive Signals Practice*

I'm happy I'm honored	→ to have this opportunity to...
It is an honor It is a great opportunity	→ to be here today and speak about...
Good morning, Good afternoon, Good evening,	→ ladies and gentlemen.
Welcome to I'm glad to see you at Thank you for your interest in	→ my presentation.

*Topic Sentences Practice*

The topic The aim The main point	→ of this presentation is...
The reason I am here is to	→ review our work on... describe the results from... introduce...



**For your next presentation:**

What will be your positive signal?

It's my pleasure to be here and share about the information of this company.

What will be your topic sentence?

The aim of this presentation is ~~about introducing more details of the company.~~

to