

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

Topic Sentences Practice

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

For your next presentation:

What will be your positive signal?

Good morning ladies and gentlemen. It's an honor to be here today and speak about...

What will be your topic sentence?

The topic of this presentation is ...