

*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**



**Laser pointer**

**HDMI Connector**



**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,	→ ladies and gentlemen.
Good evening,	
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?

Welcome to my presentation. ✓

What will be your topic sentence?

The reason I am here is to introduce two companies...

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