

*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?

Good morning ladies and gentlemen. Welcome to my presentation.

What will be your topic sentence?

The topic of this presentation is to introduce ~~two companies~~ with you.