

Get ready!

1 Before you read the passage, talk about these questions.

- 1 When do engineers give presentations?
- 2 What tips would you give someone preparing for a presentation?

visual aid

To: c.webber@aqdesign.com
 From: r.thomas@aqdesign.com
 Subject: Engineering Conference

Hill College's annual Engineering Conference is coming up. I'd like you to present our study on mobile robots. Read below for tips and specific instructions on your assignment.

State your **objective** clearly. I suggest using a **general-to-specific strategy** to organize your talk. It should help the audience understand why we developed the robot.

Use **visual aids**. I'd like to see pictures of our robot with your talk. You can add these in using a **presentation program** or **projector**. Our tech department can create **handouts** detailing the robot's specifications.

This is an important conference, so practice. Use **cue cards** if you must. But don't look down – your **body language** should convey confidence. Use **signposts** while presenting. These will help guide the audience through our developmental stages.

Finish by **summarizing** our goals for optimizing robots. Don't forget to list your **citations** at the end. And above all, remember to **KISS** (Keep It Short and Simple)!

cue card

projector

Reading

2 Read this email from a supervisor to an engineer. Then, mark the following statements as true (T) or false (F).

- 1 ___ A general-to-specific organization is recommended.
- 2 ___ The employee should begin with a summary of goals.
- 3 ___ A signpost is an example of a visual aid.

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- | | |
|------------------------------------|---------------------|
| 1 ___ signpost | 4 ___ body language |
| 2 ___ general-to-specific strategy | 5 ___ summarize |
| 3 ___ presentation program | 6 ___ citation |

- A a program that displays a slide show
 B a phrase or word that signals a change in topic
 C a reference from a piece of writing
 D to repeat the main points of something
 E communication through body movements
 F organization style in which specific details follow basic ideas

4 Write a word that is similar in meaning to the underlined part.

- 1 What is the main goal of this project?
o _ _ e _ t _ v _
- 2 Use a machine that shows images on a screen.
_ r o _ _ _ t _ r
- 3 Write the important points on a small, firm piece of paper.
c _ _ _ a _ d
- 4 Remember the basic rule: do things in the simplest way.
K _ _ S
- 5 Include images that express information in the lecture.
_ i _ _ a _ _ a _ d _
- 6 Did the speaker give out any documents related to the lecture?
h _ _ d _ u _ s

5 Listen and read the email. When should the presenter talk about the books and articles that they read to help them with the project?

Listening

6 Listen to a conversation between an engineer and his co-worker. Mark the following statements as true (T) or false (F).

- 1 _ The presentation was organized poorly.
- 2 _ The woman suggests clarifying the objective.
- 3 _ The man appeared nervous while presenting.

7 Listen again and complete the conversation.

- Presenter:** Janet, what did you think of my practice presentation?
- Co-worker:** I thought it was 1 _____, Jangmin. You stated your objective of optimizing mobile robots very clearly.
- Presenter:** Was my 2 _____ of the robot's design phase confusing?
- Co-worker:** No. The general-to-specific organization made it 3 _____.
- Presenter:** Great. Do you have any advice to 4 _____?
- Co-worker:** Maybe you can work on your delivery a little.
- Presenter:** What exactly should I change?
- Co-worker:** Just be aware of your 5 _____. You were moving around a lot. And 6 _____ your cue cards too much.

Speaking

8 With a partner, act out the roles below, based on task 7. Then switch roles.

USE LANGUAGE SUCH AS:

What did you think of ...?

Do you have any advice to help me improve?

Maybe you can work on ... a little.

Student A: You just practiced your presentation with a co-worker. Ask Student B about:

- opinion of presentation
- confusing areas
- advice for improvement

Make up a name for your co-worker.

Student B: You just listened to a co-worker's presentation. Answer Student A's questions.

Writing

9 Use the conversation from Task 8 to complete the evaluation of the engineer's practice presentation.

Practice Presentation

Positive aspects of presentation:

Negative aspects:

Advice:
