## This booklet will help you keep track of your work and take notes of your ideas, thoughts and answers. Please use it alongside the online material.

## ****In this interactive presentation you will learn what you do at the end of a presentation.****

**Slide 3: What do you do at the end of a presentation?**

**1.**

**2.**

**3.**

**4.**

**Slides 4-15: useful vocab**

1. **signalling that you are approaching the end of your presentation**

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1. **summarising**

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1. **thanking the audience**

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1. **inviting questions**

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1. **answering questions**

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1. **dealing with difficult questions**

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**Slide 17:** **And finally, here is a step by step approach to dealing with difficult questions:**

* welcome the question
* listen carefully to the question – don‘t interrupt
* take time to think before you answer
* check you have understood the question – rephrase or clarify if necessary
* reply positively – be brief and clear
* accept criticism positively
* after your answer, check the questioner is satisfied

**Online Presentations – Introduction –Opportunities and Challenges**

**YOUR NOTES**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Online Presentations – Camera Usage**

**YOUR NOTES**

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**Online Presentations – Integrating Interactions**

**YOUR NOTES**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………