## 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.

## The content of this class will show you again what you should consider in your final presentation.

**Slide 2-4: What do you think are my marking criteria? What do I want to see in your presentation?**

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marking criteria

**Slides 5-8: Final recommendations**

* Make sure you get your pronunciation right. Especially new and complex words should be checked on leo.org or forwo.com. Practise saying them out loud!
* You powerpoint or prezi should only contain keywords or short key phrases, no complete sentences!
* Use the spell check to avoid typos!
* Speak as freely as possible! With or without wordcards! Using your wordcards professionally and only looking at them for a very short moment can be as good as speaking without wordcards.
* Speak slowly but avoid a monotone voice!
* Don't memorise your talk but practise it by saying it out loud (several times).
* Use natural, spoken language!
* Are you comfortable with your language? If not, change it!
* Use presentation language (signposting, linking, rhetorical questions). Avoid phrases such as "And now to ..."
* Get your grammar right: typical grammar mistakes are wrong passive forms, mix-up of adjectives and adverbs, word order, prepositions, 3rd person -s, difference between living beings and objects).
* When something goes wrong: stay calm, avoid loud breathing noises, swear words or German words. Don't apologise! In most cases the audience wouldn't notice that something went wrong. Don't panic when you make a mistake!
* Take your presentation seriously, show enthusiasm!
* Structure your presentation!
* Be logical and coherent, i.e. the audience need to be able to follow your ideas.
* Use well-designed visuals. Short information, no overload.
* Vary your voice. Project your voice so that everybody can hear you.
* Allow for pauses (you need to breathe and think and your audience might be grateful for them too.)
* Learn to control your nervousness. The best thing you can do is to prepare extremely well. Stage fright is normal. It will give you this extra amount of energy you need in this situation.
* Get your posture right. Avoid nervous gestures and mannerisms. Show good body language.
* Facial expressions: look friendly!
* Keep eye contact!
* Speak to the entire audience (not at me, I'll be taking notes and therefore cannot keep eye contact for long, that might be irritating).
* Respect the time limit (10-12min speaking time, which leaves some time for interaction with the audience afterwards).

**Slide 9: YOUR TASK**

* Design your first slide.
* Choose from your sources what exactly you want to talk about. Decide for the rough outline of what you want to talk about.
* Design your second slide that gives an overview of your presentation.
* Think about how you want to start your presentation. What do you say to your audience? Do you go for a classic or for a more effective opening? How do you talk the audience through your overview?