

How to Give a Talk in English

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| Step 1 | Choose an appropriate topic / Work on your assignment. |
| Step 2 | Collect information from various sources.
Use brainstorming or other methods. / Have a dictionary at hand. |
| Step 3 | Organise your information. |
| Step 4 | Prepare your presentation well. |

What you should keep in mind ...

- Check the meaning and pronunciation of difficult words during your preparation.
Make sure your grammatical achievement is without any mistakes.
- Make sure your listeners know what you are talking about. Therefore write your topic and a brief outline on the board.
- Tell your listeners about the structure of your presentation.
- Share the tasks evenly with a partner if you are not alone.
- Use the notes which you prepared on cards at home.
- Write unknown words and key words on the board.
- Speak loudly, slowly and clearly to your listeners. Be as self-confident as can be. You are the expert.
- Use informal and easy-to-understand English.
- Speak as freely as you can, using your cards only to feel safe.
- Keep eye contact with your listeners at all times so that they feel involved and addressed to.
- Make your presentation interesting by using the best possible media for your topic, e.g. maps, pictures, transparencies, recordings, software etc.
- Stress important points. Keep an eye on intonation and volume.
- Make good use of mimicry, gestures and body language.
- Do not move around in the classroom. Put full emphasis on your words.