

# Delivery

1. The teacher will read the first two paragraphs (below). Write a slash (/) when the teacher pauses. Underline the words that are stressed. The first paragraph has been done for you.
2. **Look at the other paragraphs.** Underline the “stress” words and mark the pauses (/).
3. Read the sentences out loud for the people in your group.

## Preparing for a Presentation

On pieces of paper, / brainstorm as many ideas as possible for your presentation. / Put each idea on a separate piece of paper / but do not edit them at this stage. / Make as many different ideas as possible, / then choose the 2 or 3 / which are best for your presentation.

When you have the main ideas, make notes. Write down the key words and phrases for the ideas. Simple notes on cards are fine. Use these note-cards when you give the presentation. The presentation should have four basic parts: an opening, body, summary and closing.

**The Opening.** The opening of the presentation prepares for what is to follow. Speakers are introduced and the purpose of the presentation is stated. You should also give a summary or outline the points to be covered. This helps your audience.

**The Body.** In this part of the script the main subject matter is presented. The body of a long presentation should be separated into smaller, sub-sections. Each section should make a single point or talk about one idea. These sub-sections should each have their own opening, body and summary.

**The Summary.** This section should be very short and simple. Here is your chance to restate the main theme and purpose of your presentation. Say the key points and main ideas once more.

**The Closing.** The points of the presentation and any Q & A sessions are summarized.

