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Today's topic is ...



Do this quiz about body language. Sometimes more than one answer is possible.

YOU'RE GIVING A PRESENTATION ...

1 How should you stand?

- Arms crossed on chest.
- Straight but relaxed.
- Knees unlocked.

2 What should you do with your hands?

- Put hands on hips.
- Put one hand in a pocket.
- Keep hands by your side.

3 How can you emphasize something?

- Point finger at the audience.
- Move or lean forward to show that something is important.
- Use a pointer to draw attention to important facts.

4 What should you do when you feel nervous?

- Hold a pen or cards in your hands.
- Walk back and forth.
- Look at the flip chart or screen (not at the audience).



5 How should you keep eye contact with the audience?

- Make eye contact with each individual often.
- Choose some individuals and look at them as often as possible.
- Spread attention around the audience.

6 How fast should you speak?

- About 20% more slowly than normal.
- Just as fast as in a normal conversation.
- Faster than in a normal conversation.



7 How should you express enthusiasm?

- By raising voice level.
- By waving arms.
- By making hand or arm gestures for important points.

Discuss your answers with a partner. How much do you think personality and culture influence your body language during a presentation?



10-13

1 Listen to these excerpts from four different presentations. Write the number of the presentation next to the topic.

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Now decide in which presentation(s) the presenter is ...

- informing the audience about something: _____
- suggesting some solutions to a problem: _____