

Unit 1: Let's get started



1. Listen to the opening sentences of the three presentations and complete the table.

Question	Presentation 1	Presentation 2	Presentation 3
Presenter's name			
Presenter's position/function			
Topic of presentation			
Who is the presentation for?			

Presentation 1



Good morning, ladies and gentlemen. First of all, let me thank you all for being here today. I'm glad that so many of you could come, especially since I know that this time of the year is probably the busiest for you.



Let me introduce myself. My name is Don Taylor. I'm the head of logistics here at Air Spares, Logistics is a center of competency dedicated to providing you with the spare parts you need, precisely when you need them.

I'm here today to present our new semi-automatic shelving system. My talk is particularly relevant to those of you who place orders for the different parts we supply.

Presentation 2

OK, shall we get started? Hello everyone. For those of you who don't know me, I'm Charlotte Best from IT, I'm a team leader. I'm happy that so many of you could make it today at such short notice, I know that you're all extremely busy at the moment, so I'd like to start with my presentation right away.

As you can see on the screen, our topic today is project documentation. We're going to look closely at drafting, storing, archiving as well as accessing documents in our new SAP system. We'll also examine the much improved handling of all project documentation as well as user rights.

This is extremely important for all of us who are directly involved in international project management, right? You don't need me to spell it out ... if it isn't documented, it doesn't exist.



Presentation 3



Good afternoon. I'm aware that you all have very tight schedules, so I appreciate you taking the time to come here today. As you probably know, my name is Susan Webster. I'm the new human resources manager here at Weston Ltd.

What I'd like to present to you today is my department's new concept for improving our in company training and qualification programs. This is based on feedback from your departments.

Today's topic will be very important for you as department heads, since I'll need your help to evaluate and select candidates for training.



Listen to the opening sentences of the three presentations and complete the table.

Question	Presentation 1	Presentation 2	Presentation 3
Presenter's name	Don Taylor	Charlotte Best	Susan Webster
Presenter's position/function			
Topic of presentation			
Who is the presentation for?			

การเปิดการนำเสนอ

Welcome audience (ทักทายและต้อนรับผู้ฟัง)

Introduce yourself (แนะนำตัว)

Say what the topic is (บอกว่าหัวข้อคืออะไร)

Explain why audience will be interested (อธิบายว่าหัวข้อเกี่ยวข้องกับผู้ฟังอย่างไร)

2). Complete the sentences with the words in the box.

PARTICIPATION 2

after all areas divided
finally start then third

1) I'll be talking to you today about the after-sales service plans we offer. I'll _____ by describing the various packages in detail. _____ I'll go on to show you some case studies. _____, I'll discuss how you can choose the best plan to meet your customers' needs.

2) I've _____ my talk into three main parts. First of _____, I'll tell you something about the history of our company. _____ that I'll describe how the company is structured and finally, I'll give you some details about our range of products and services.

3) I'd like to update you on what we've been working on over the last year. I'll focus on three main _____: first, our joint venture in Asia; second, the new plant in Charleston. And _____, our redevelopment project.

3) Complete the sentences with the prepositions in the box.

PARTICIPATION 3

Complete the sentences with the prepositions in the box.

about • at • for • into • of • on • to • with

- 1 Thank you _____ coming all this way.
- 2 I've divided my presentation _____ three parts.
- 3 First of all, I'll give you an overview _____ our financial situation.
- 4 First, we'll be looking _____ the company's sales in the last two quarters.
- 5 In the first part of my presentation I'll focus _____ the current project status.
- 6 Point one deals _____ APG's new regulations for Internet use.
- 7 Secondly, I'll talk _____ our investment in office technology.
- 8 After that I'll move on _____ the next point.

The project manager of construction company is giving a presentation to his colleagues.



The project manager of construction company is giving a presentation to his colleagues. Put the sentences in the right order.



- A. This morning I'd like to update you on the current status of work at the construction site. The information I give you today should help you with planning your next steps.
- B. For those of you who don't know me, my name is Gordon Selfridge. Let me just write that down for you. OK. I'm the project manager in charge of the Bank Tower building project in Dubai.
- C. I've divided my presentation into three parts.
- D. Hello, everyone.
- E. Then I'll move on to the problems we're facing with our local suppliers.
- F. First of all, let me thank you for coming here today. I'm aware that you're all busy preparing for the annual meeting this week, so I really appreciate you taking the time to be here.
- G. I'll start off you showing you some photos of the building site and discussing the progress we've made since January.
- H. My talk should take about 30 minutes. Please feel free to interrupt me at any time with questions.
- I. I'll end with some ideas for reducing labour costs that we've been looking into.
- J. Oh, and don't worry about talking notes. I'll be handing out copies of the PowerPoint slides.

A
Reducing labour costs

B
Welcome & introduction

C
30 minutes for presentation

D
Update on current status

E
Handout after presentation

F
progress made since January

G
Problems with local supplier

H
Questions during presentation OK

I
Three main parts

Hello, everyone.

First of all, let me thank you for coming here today. I'm aware that you're all busy preparing for the annual meeting this week, so I really appreciate you taking the time to be here.

For those of you who don't know me, my name is Gordon Selfridge. Let me just write that down for you. OK. I'm the project manager in charge of the Bank Tower building project in Dubai.

This morning I'd like to update you on the current status of work at the construction site. The information I give you today should help you with planning your next steps.

I've divided my presentation into three parts.

I'll start off you showing you some photos of the building site and discussing the progress we've made since January.

Then I'll move on to the problems we're facing with our local suppliers.

I'll end with some ideas for reducing labour costs that we've been looking into.

My talk should take about 30 minutes. Please feel free to interrupt me at any time with questions.

Oh, and don't worry about talking notes. I'll be handing out copies of the PowerPoint slides.

4) Look again at these sentences from the presentation and replace the highlighted words with words or phrases from the box.

after that

begin

I'm

realize

responsible for

sections

turn

- 1) I'll ~~start off~~ by showing you I'll begin by showing you.
- 2) I've divided my presentation into three parts._____
- 3) For those of you who don't know me, my name is Gordon Smith._____
- 4) Then I'll move on to the problems_____
- 5) I'm the project manager in charge of our Dubai building project._____
- 6) I'm aware that you're all busy preparing for the annual meeting_____

ทำแบบฝึกหัดในห้อง พร้อมเฉลย (15 นาที)

Learning Point 1

ประโยคที่ใช้ในการเปิดการนำเสนอ (WISE)

Welcoming the audience

Good morning/afternoon, ladies and gentlemen.

Hello/Hi, everyone

First of all, let me thank you all for coming here today.

I'm happy/delighted that so many of you could make it today.

I'd like to welcome you today.

I'm glad to be here with you today.

Saying what your topic is

As you can see on the screen, our topic is...

Today's topic is...

What I'd like to present to you today is...

The subject of my presentation is...

I'd like to take this opportunity to talk about...

Today I would like to discuss...

Today I would like to share with you...

My goal today is to help you understand...

Introducing yourself

Let me introduce myself. I'm Dave Elwood from...

For those of you who don't know me, my name's ...

As you probably know, I'm the new HR manager.

I'm head of logistics here at Air Spares.

I'm here in my functions as the head of Controlling

Explaining why your topic is relevant for your audience

My talk is particularly relevant to those of you/us who...

Today's topic is of particular interest to those of you/us who...

My/The topic is very important for you because...

By the end of this talk you will be familiar with...

Structuring a presentation (2) การวางโครงสร้างการนำเสนอ

คำนำไม่เพียงแต่เป็นการแนะนำตัวผู้พูดเท่านั้นแต่ยังเป็นการบอกผู้ฟังถึงโครงสร้างของการนำเสนอ

นี่คือประโยคที่สามารถนำมาใช้ในการบอกเล่าโครงสร้าง

I've divided my presentation into three main parts: x,y and z

In my presentation I'll focus on three major issues.

First (of all), I'll be looking at..., second..., and third...

I'll begin/start of by explaining...

Then/Next/after that, I'll go on to...

Finally, I'll offer some solutions.

Learning Point 3

Organization (การจัดรูปแบบการนำเสนอ)

ส่วนสุดท้ายของคำนำของการนำเสนอคือการจัดรูปแบบการนำเสนอเช่น ระยะเวลา การแจกเอกสารประกอบการนำเสนอ การตอบคำถาม

Timing (ระยะเวลา)

My presentation will take about 20 minutes.

It should take about 30 minutes to cover these issues.

My presentation will be about 30 minutes.

Handouts (เอกสารประกอบการนำเสนอ)

Does everybody have a handout/brochure/report? Please take one, and pass them on.

Don't worry about taking notes. I've put all the important statistics on a handout for you.

I'll be handing out copies of the PowerPoint slides at the end of my talk.

I'll email the PowerPoint presentation to you.

Questions (คำถาม)

There will be time for questions after my presentation.

If you have any questions, feel free to interrupt me at any time.

Feel free to ask questions at any time during my talk.

There will be plenty of time for questions at the end.

If you have any questions, don't hesitate to interrupt me as we go along.

Getting the Audience's Attention

Experts say that the first few minutes of a presentation are the most important.

If you are able to get the audience's attention quickly, they will be interested in what you have to say.

Here are a few techniques you can use to start your talk.

1. Ask a rhetorical question (ถามคำถามเชิงโวหาร)

คำถามเกี่ยวกับวาทศิลป์ คือ คำถามที่ไม่ต้องการคำตอบไม่ว่าจะใช่หรือไม่เพราะคำตอบนั้นชัดเจนหรือเพราะผู้ถามรู้คำตอบอยู่แล้ว โดยทั่วไปคำถามเกี่ยวกับวาทศิลป์มักใช้เพื่อสร้างความแตกต่างให้ผู้อ่านเข้าใจผู้ฟังทำให้ผู้ฟังคิดหรือดึงดูดความสนใจของผู้ฟังไปยังหัวข้อที่สำคัญ

ข้อสังเกต: จะใช่คำถาม?

Rhetorical Question หมายถึง คำถามที่ไม่ต้องการคำตอบ พูดลอยๆ ไปอย่างนั้น

หัวหน้างาน: เฮ้อ.....ทำไมเดือนนี้ลูกน้องแต่ละคนไม่มีผลงานกันเลยน้ำ

ลูกน้อง: อืม หัวหน้าครับ มันอาจจะเพราะ style การบริหารงานของหัวหน้าก็ได้ล่ะครับ

หัวหน้างาน: นี่ใครถามความเห็นคุณ เหนอ ผมไม่ได้ต้องการคำตอบเลยนะ ผมแค่พูดเปรยๆ ขึ้นมาเท่านั้นแหละ

ลูกน้อง: อ้าว หรอครับ นี่กว่าอยากฟังความเห็นของผม แต่ยังไงผมก็อยากบอกหัวหน้าอยู่ดี ว่าหัวหน้าตามติดทุกคนมากเกินไป (ทำให้ลูกน้องเบื่อและเซ็ง) ขอช่องว่างให้พวกเราได้หายใจบ้างน่ะครับ

Rhetorical Question

- 'Can fish swim'? Of course fish can swim and we may say this to make an example in a situation where something is obvious.
- Is market research important for brand development?
- Do we really need quality assurance?

Getting the Audience's Attention

Experts say that the first few minutes of a presentation are the most important.

If you are able to get the audience's attention quickly, they will be interested in what you have to say.

Here are a few techniques you can use to start your talk.

2. Tell them a story or anecdote (การบอกเล่าเรื่องราวหรือเกร็ดเล็ก ๆ)

การเล่าเรื่องราวต่าง ๆ ที่เกี่ยวข้องกับประวัติศาสตร์ของผู้เล่า หรือเรื่องราวต่าง ๆ ของผู้เล่า
หรือเล่าเกร็ดเล็กเกร็ดน้อยต่าง ๆ

ข้อสังเกต: เล่าเหตุการณ์ในอดีตของตนเอง

Tell them a story or anecdote

- I remember when I attended a meeting in Paris.....
- At a conference in Madrid, I was once asked the following question:.....

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Here are a few techniques you can use to start your talk.

3. Start with an interesting fact (เริ่มด้วยข้อเท็จจริงที่น่าสนใจ)

การเล่าข้อเท็จจริง เหตุการณ์จริงที่เกิดขึ้น ซึ่งเป็เรื่องราวที่น่าสนใจ
เพื่อเชื่อมโยงไปยังหัวข้อที่เราจะนำเสนอ

ข้อสังเกต: เหตุการณ์หรือข่าวใหญ่ มีตัวเลขอ้างอิงจากแหล่งข้อมูล

Start with an interesting fact

- According to an article I read recently, central banks are now buying euros instead of dollars.
- Did you know that fast food consumption has increased by 600% in Europe since 2002?

Getting the Audience's Attention

Experts say that the first few minutes of a presentation are the most important.

If you are able to get the audience's attention quickly, they will be interested in what you have to say.

Here are a few techniques you can use to start your talk.

4. Give them a problem to think about (ให้ปัญหาให้พวกเขาหน้าไปคิด)

การสมมติว่าเกิดปัญหาเรื่องใดเรื่องหนึ่งขึ้นแล้วถามคำถามให้คิดว่าจะทำอย่างไร (แต่ไม่ได้ต้องการให้ตอบที่ถูกต้องแท้จริง) เพียงแค่ต้องการนำไปสู่หัวข้อที่จะนำเสนอ

ข้อสังเกต: มีการสมมติเหตุการณ์ถ้าเกิดปัญหาอย่างใดอย่างหนึ่งขึ้นแล้วถามว่าจะทำอย่างไร

Give them a problem to think about

- Suppose you wanted to set up a new call center. How would you go about it?
- Imagine you had to reorganize the sales department. What would be your first step?