

# 7.13

Business Builder  
Teacher Resource Series

## Mini-presentation

Teacher's Notes

### WORKSHEET 7.13

This worksheet is a framework for any short presentation where you want to encourage fluency rather than detailed language work or reading word for word. Students can use it several times for

different presentations. It would be appropriate for distribution before preparing a presentation for homework.

#### AIM

To provide a framework for writing short notes as preparation for a presentation.

#### TIME

variable

#### PREPARATION

Make one copy of the worksheet for each student in the class.

#### PROCEDURE

- 1 Give out a copy of the worksheet to every student. Refer to the main headings and remind students how they describe the basic structure of a presentation. Give the students time to read the phrases and clarify any doubts. Refer to the two groups of phrases in the middle of 'Main presentation' and elicit why they have been grouped (the first group are for referring to visual aids, the second group are signpost phrases). Similarly, refer to the grouping in 'Dealing with questions' (they are all for redirecting the question).
- 2 Explain to the students that they should just make brief notes as preparation. In the presentation itself they will develop the ideas as they speak.