

Presentaciones orales técnicas en inglés

Objetivo

Preparar y realizar presentaciones profesionales en inglés con una estructura clara y un lenguaje adecuado a cada situación.

Qué trabajarás

Hablar en público, iniciar y organizar presentaciones, usar apoyos visuales, gestionar preguntas e interrupciones y cerrar con eficacia.

30 Horas de teoría.

B1 Nivel MCER recomendado.

4 Unidades.

Programa del curso

Unit 1: Public speaking

- 01** Public speaking
This lesson focuses on ways to overcome a fear of public speaking with some tips and advice.
- 02** Presentation tools
This lesson cover vocabulary for office objects, oral presentations as well as including key expressions for presentations and online training sessions and presentations.
- 03** Presentations - Vocabulary and expressions
This lesson continues to add to the vocabulary and expressions for oral presentations and includes some listening practice to hear examples in context.
- 04** Presentations - Typical expressions
This lesson gives more examples of typical expressions used in oral presentations, referring to charts and graphs as well as starting and ending a presentation
- 05** Preparing for presenting and training online
This lesson introduces the key vocabulary and concepts on the topic of technology and training.
- 06** Running an online session
This lesson practises the key vocabulary and concepts on the topic of technology and training.
- 07** Test exercises
This lesson tests the learners' retention of the vocabulary and structures covered in the unit.

Unit 2: Preparing for and starting the presentation

08 Types of presentations

This lesson shows some of the different types of presentations.

09 Using notes in presentations

This lesson gives some useful advice about how to prepare notes to use when giving a presentation.

10 Starting the presentation

This lesson focuses on sequencers and signposting in presentations.

11 Opening techniques for presentations

This lesson looks at different techniques that can be used in oral presentations.

12 Outlining the presentation

This lesson includes examples of how to outline a presentation.

13 Graphs and charts - Describing trends

This lesson covers ways to refer to charts and graphs and talk about trends during a presentation.

14 Referring to charts and graphs

This lesson expands on ways to refer to charts and graphs and talk about trends, using visual aids such as graphs and slides.

15 Test exercises

This lesson tests the learners' retention of the vocabulary and structures covered in the unit.

Unit 3: During the presentation

16 Signposting & Structure

This lesson focuses on the vital areas of using signposting language and sequencers in a presentation.

17 The main part of a presentation

This lesson focuses on the main part of a presentation and using the language presented in previous lessons.

18 Virtual presentations

This lesson practises the key vocabulary and concepts on the topic of virtual presentations.

19 Dealing with questions

This lesson provides useful language for dealing with questions during the course of a presentation.

20 Dealing with interruptions

This lesson focuses on useful language for dealing with unexpected questions and interruptions while giving a presentation.

21 Dealing with distractions

This lesson deals with the key vocabulary and concepts on the topic of time management and dealing with distractions.

Unit 3: During the presentation · cont.

- 22 **Making requests**
This lesson provides some typical expressions used to make requests politely.
- 23 **Test exercises**
This lesson tests the learners' retention of the vocabulary and structures covered in the unit.

Unit 4: Ending the presentation

- 24 **Planning your time**
This lesson deals with the key vocabulary, collocations and concepts on the topic of time management.
- 25 **Ending the presentation**
This lesson shows some typical ways to end a presentation and summarise the content covered.
- 26 **Socialising**
This lesson gives examples of the typical expression that can be used when socialising before or after a presentation.
- 27 **Meeting someone new**
This lesson provides an example of people meeting for the first time to show the language covered in context.
- 28 **Evaluating your presentation**
This lesson give some hints at how to self-evaluate your presentation.
- 29 **Test exercises**
This lesson tests the learners' retention of the vocabulary and structures covered in the unit.

Final test

- 30 **Final test**
Learners complete a series of questions on the language and structures covered during the course.