

Presentations cultural differences (language of advice)

Decide if each piece of advice below is:

- a) Probably a good idea in all countries*
- b) Usually a good idea in my country, but maybe not such a good idea in some others*
- c) Not usually a good idea in my country, but probably a good idea in some others*
- d) Not a good idea in any country*

You should start the presentation at the set time, even if some people still haven't arrived

If someone comes in late, my suggestion is to stop your presentation until they have sat down

You should leave at least half an hour at the end of the presentation free because there will be lots of questions

I recommend telling people to keep all questions until the end because otherwise you will never finish your presentation

It's best to make eye contact with the audience as you speak to them

It's generally a good idea to pause after each section and check if everybody understood

I would advise you to tell as many jokes as possible to keep people interested

If there is silence from the audience, I would suggest asking them if everything is okay

When you want to show you are really getting serious, my advice would be to take off your jacket and roll up your shirt sleeves

If I were you, I'd finish at the set time even if there are still questions from the audience

If I was in your place, I'd watch people's body language carefully and be worried if people cross their arms

Whatever you do, smile all the time

If you need to drink water during a presentation, make sure you pour it into a glass and don't drink it out of the plastic bottle

You'd better wear bright colours to get everyone's attention.

If it was me I'd sit on the edge of a desk to show your "relaxed but attentive" attitude.

If I were in your position, I'd chat with people as they come into the room before your presentation starts.

You ought to spend a lot of time preparing the visuals for your presentation.

If someone in the audience closes their eyes when they are listening, you should assume that they are asleep.

Have you thought about asking particular people to ask you a question? That's what I would do if to get the Q and A session started.

Why don't you give the presenter a round of applause when they finish the presentation? In my opinion, it's the most polite thing to do.

You could try writing all measurements in metres and feet so that everyone in the audience can understand.

Make sure you aim your talk at the most important person in the room.

One idea is to write your presentation out in full and then just read it out to your audience

In pairs or small groups, take turns telling people which option you chose and why for one of the sentences above. The other people should guess which sentence you are talking about and discuss if they agree and why.

Find language of advice in the sentences above (e.g. "You should...")

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Worksheet 2- Problem Solving (Water and waste disposal industry)

Take turns giving advice for each problem situation below. Each person must use a different phrase from above to start their sentences.

When everybody who has an idea has spoken, each person can give one vote for any idea apart from not your own. The person who gets most votes is the winner and can score one point. If there is a draw, each person can give one more piece of advice for the same problem, then vote on the new ideas.

Your children say they don't like the taste of the tap water in your area	Your household water bill is too high
Crows, cats or foxes keep on breaking open your rubbish bags and scattering rubbish on your lawn	You get lots of condensation (water) on the inside of your windows during the winter
Your electricity bill is too high.	There is a hose pipe ban because of an especially hot summer and the plants in your garden are dying
You keep on getting mould in your bathroom	Water keeps on leaking from your fridge
About once a month the local sewage pipes get blocked and sewage floods your garden.	The local council have reduced the number of rubbish collection days to once a week, so the rubbish smells before it is collected.
You want to be as green as you can.	The local residents have started a campaign to stop your company building a waste incinerator in their area
Your local council doesn't collect garden waste.	The drain in the kitchen sink is blocked.
There is a false story in today's newspaper about fluorine in the tap water being dangerous.	Your local beach is very polluted
All the fish have died in a local lake	The river near your house floods almost every year

Your factory is producing too much pollution	The drains in your house smell
Because the local water is very hard you keep on getting hard white stuff on the inside of your kettle	