

## Business English- Preparing a presentation negotiating game and discussion

### Instructions

*You and your partner need to give a presentation together the week after next. Half the jobs that need to be done to prepare for the presentation are written below with the time that it will take to do each one. Without telling your partner the exact time needed, persuade them to do some of the jobs below and accept doing some of their jobs in return. When you finish your negotiation, the time of the jobs that are still left on your sheet plus the time of the jobs you have volunteered to do from your partner's sheet is your total time. If you have agreed to do something together or split it fifty-fifty you should add the times with that in mind. **The person with the least total time when the teacher stops the game is the winner.** Anything which you haven't had time to discuss stays on your list.*

*Stop your negotiation when your teacher tells you to and add up all the time of all the jobs that your partner has agreed to do (including half of the jobs that you have agreed to do together). Add the times from both of your worksheets and see who has less work to do (= under 765 minutes) and is therefore the winner.*

*Look at your partner's worksheet too. Which things on the lists do you really think you will have to do to get ready for the next time that you give a presentation, e.g. at the end of this course? What order is it best to do those things in?*

*Put the stages that you are given into a logical order.*

*Check your answers as a class or with the answer key. Do you agree that you need to do all those things?*

## Preparing a presentation negotiating game and discussion Student A

*Try to persuade your partner to accept as many of the jobs below as you can while only accept short/ easy jobs from them. Anything that you can't persuade them to do stays as you job. The person who has less than 625 minutes of jobs in total when your teacher stops the game is the winner.*

### Student A's list of jobs to do

- 1 **Brainstorm possible topics** as a mind map on a blank piece of A3 paper and choose the best option, thinking about your audience and how long you have to speak. – 20 minutes
- 2 **Brainstorm** absolutely everything that you could possibly mention about **your topic** onto a mind map in pencil on an A3 piece of paper, not editing out bad ideas at this stage. – 15 minutes
- 3 **Organise** the mind map **into larger categories**, brainstorming more examples if you can. – 20 minutes
- 4 **Circle the best things** on your mind map, meaning things which match your aim, won't be known by the audience and will be interesting. Add even better options and more details if you can. Make sure you have between two and four sections left on your mind map, with between two and four things that you can speak about in each of those sections. If not, widen or narrow down the topic (= make it more general or more specific). – 10 minutes
- 5 **Put** the main sections of your body **into a logical order**, writing (1) etc on your mind map. – 5 minutes
- 6 **Add details/ support** to each thing that is left on your mind map after editing it down (examples, stats, quotes, consequences, references, logical arguments, anecdotes, etc). – 120 minutes
- 7 **Research** more support for what you want to say, adding it to your mind map. Change the mind map if you find more interesting or more relevant information while you are researching. – 240 minutes
- 8 Decide how you will **hook** the audience (= get and keep their interest), e.g. survey question, rhetorical question, amazing number or fact, quotation, personal story, impactful image, how topical the subject is, or importance of the topic. – 15 minutes
- 9 Decide what **personal information** you will give, making sure that what you say about yourself/ yourselves is interesting, linked to the topic, and not already known by the audience. – 5 minutes
- 10 **Check the pronunciation** of difficult words, writing down phonemic symbols and words with the same sounds to help you remember. – 20 minutes
- 11 **Time yourself** giving the presentation, improving the content of the presentation and practising again until it's exactly the right length.– 120 minutes
- 12 **Edit down the PowerPoint** as much as possible, cutting out pages, words, bullet points, figures, etc. – 25 minutes
- 13 Ask someone to **proofread** your notes and PowerPoint. – 10 minutes

**Total time for the jobs above: 625 minutes (= half the total)**

## Preparing a presentation negotiating game and discussion Student B

*Try to persuade your partner to accept as many of the jobs below as you can while only accept short/ easy jobs from them. Anything that you can't persuade them to do stays as you job. The person who has less than 625 minutes of jobs in total when your teacher stops the game is the winner.*

### Student B's list of jobs to do

- 14 Write down a **description of your audience** at the top of the page where you are brainstorming, including what they will already know about the topic and will probably be interested to learn about it. Find out if you aren't sure. – 30 minutes
- 15 Write down at least one **realistic and concrete aim** for your presentation at the top of your mind map, e.g. "After my presentation (I want to most of the audience to)..." – 25 minutes
- 16 **Edit your mind map** down, crossing off things which the audience (probably) already know or won't be interested in, or which don't match your aim. Add any better ideas that you come up with while you are editing. – 30 minutes
- 17 Ask other people for **feedback on your ideas**. – 25 minutes
- 18 **Re-write** the mind map as **notes** (meaning not a script with full sentences) to make the body of your presentation. – 40 minutes
- 19 **Simplify the language and ideas** or add extra explanation so that everyone in the audience will understand everything that you say. – 40 minutes
- 20 **Write a possible Q&A stage with questions** that people might ask and your answers, including useful phrases for dealing with questions like "Yes, please go ahead." Do more research if you don't know the answers, and move very important info into the body of your presentation. – 180 minutes
- 21 **Write the summary/ conclusion** (probably as a script with full sentences). – 10 minutes
- 22 **Write the intro** (probably as a script), including getting people's attention, connecting personally with the audience, greeting, personal info, topic, hook, aim, organisation, policy on questions, and moving onto the main body. – 50 minutes
- 23 Use a **highlighter pen** on your notes so that you can easily see important the most important information when answering questions etc. – 20 minutes
- 24 **Write the PowerPoint** (in note form, without full sentences). – 70 minutes
- 25 **Spellcheck** your notes/ script and PowerPoint. – 5 minutes
- 26 Mark important **pauses and stressed words** on your notes, especially the introduction script and ending script. – 30 minutes
- 27 Think about some **suitable body language/ gestures** and rehearse your presentation with that use of your body in front of a full-length mirror. – 40 minutes
- 28 **Rehearse in front of colleagues/ classmates**, if possible in the same room that you will give the presentation in. – 30 minutes

**Total time for the jobs above: 625 minutes (= half the total)**

### Preparing a presentation stages – Cards to cut up/ Suggested answers

1	<b>Brainstorm possible topics</b> as a mind map on a blank piece of A3 paper and choose the best, thinking about your audience and how long you have to speak.
2	<b>Brainstorm</b> absolutely everything that you could mention about <b>your topic</b> onto a mind map in pencil on an A3 piece of paper, not editing out bad ideas at this stage.
3	<b>Organise into larger categories</b> , brainstorming more examples if you can.
4	Write down a <b>description of your audience</b> at the top of the page where you are brainstorming, including what they will already know about the topic and will probably be interested to learn about it. Find out if you aren't sure.
5	Write down at least one <b>realistic and concrete aim</b> for your presentation at the top of your mind map, e.g. "After my presentation (I want to most of the audience to)..."
6	<b>Edit your mind map</b> down, crossing off categories and examples which the audience (probably) already know or won't be interested in, or which don't match your aim. Add any better ideas that you come up with while you are editing.
7	<b>Circle the best things</b> on your mind map, meaning things which match your aim, won't be known by the audience and will be interesting. Add even better options and more details if you can. Make sure you have between two and four sections left on your mind map, with between two and four things that you can speak about in each of those sections. If not, widen or narrow down the topic (= make it more general or more specific).
8	<b>Put</b> the main sections of your body <b>into a logical order</b> , writing (1), (2), etc on your mind map.
9	<b>Add details/ support</b> to each thing that is left on your mind map after editing it down (examples, stats, quotes, consequences, logical arguments, anecdotes, etc).
10	<b>Research</b> more support for what you want to say, adding to your mind map. Change the mind map if you find more interesting or relevant information
11	Ask other people for <b>feedback on your ideas</b> .
12	<b>Re-write</b> the mind map as <b>notes</b> (meaning not a script with full sentences) to make the body of your presentation.
13	<b>Write a possible Q&amp;A stage with questions</b> that people might ask and your answers, including useful phrases for dealing with questions like "Yes, please go ahead." Do more research if you don't know the answers, and move very important info into the body of your presentation.

14	<b>Write the summary/ conclusion</b> (probably as a script with full sentences).
15	Decide how you will <b>hook</b> the audience (= get and keep their interest), e.g. survey question, rhetorical question, amazing number or fact, quotation, personal story, impactful image, how topical the subject is, or importance of the topic
16	Decide what <b>personal information</b> you will give, making sure that what you say about yourself/ yourselves is interesting, linked to the topic, and not already known by the audience.
17	<b>Write the intro</b> (probably as a script), including getting people's attention, connecting personally with the audience, greeting, personal info, topic, hook, aim, organisation, policy on questions, and moving onto the main body.
18	<b>Simplify the language and ideas</b> or add extra explanation so that everyone in the audience will understand everything that you say.
19	<b>Write the PowerPoint</b> (in note form, without full sentences).
20	<b>Edit down the PowerPoint</b> as much as possible, cutting out pages, words, bullet points, figures, etc.
21	<b>Spellcheck</b> your notes/ script and PowerPoint.
22	Ask someone to <b>proofread</b> your notes and PowerPoint.
23	<b>Check the pronunciation</b> of difficult words, writing down phonemic symbols and words with the same sounds to help you remember.
24	Mark important <b>pauses and stressed words</b> on your notes, especially the introduction script and ending script.
25	Use a <b>highlighter pen</b> on your notes so that you can easily see important the most important information when answering questions etc.
26	<b>Time yourself</b> giving the presentation, improving the content of the presentation and practising again until it's exactly the right length.
27	Think about some <b>suitable body language/ gestures</b> and rehearse your presentation with that use of your body in front of a full-length mirror.
28	<b>Rehearse in front of colleagues/ classmates</b> , if possible in the same room that you will give the presentation in.