COURSE OUTLINE

Business English for Presentations
(28 hours)

1 — **Getting started**
Welcoming your audience; Opening a presentation

2 — **Getting started**
Introducing yourself and the topic

3 — **Getting started**
Structuring a presentation

4 — **Getting started**
Organizational details; talking about timing, handouts and questions

5 — **Getting started**
Dealing with nervousness; Getting the audience's attenton

6 — **Today's topic is...**
Using and understanding body language; Presentation tips

7 — **Today's topic is...**
Presenting to an English-speaking audience; Talking about difficult issues

8 — **Today's topic is...**
Signposting (phrases to organize your presentation)

9 — **Today's topic is...**
Referring to other points; Adding ideas

10 — **My next slide shows...**
Tools for presenting; Introducing visuals

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11 — **My next slide shows...**

Using approximate numbers; Saying numbers

12 — **My next slide shows...**

Creating effective visuals; *The rule of six*; Presenting visuals effectively

13 — **My next slide shows...**

Emphasizing important points; Making contrasts and describing results

14 — **Mid-course Checkpoint**

Review of key concepts; Checking of learner's progress

15 — **As you can see from this graph...**

Types of visuals; Talking about visuals

16 — **As you can see from this graph...**

Describing graphs and charts

17 — **As you can see from this graph...**

Interpreting visuals

18 — **As you can see from this graph...**

Talking about trends (verb tenses, adjectives and adverbs)

19 — **As you can see from this graph...**

Tips for describing trends

20 — **To sum up...**

Concluding a presentation; Summarizing the main points

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21 **To sum up...**
Strategies for a good conclusion; Making recommendations

22 **To sum up...**
Phrases for effective conclusions

23 **To sum up...**
Using your voice effectively (stressing words, making pauses)

24 **Any questions?**
Handling the question and answer section

25 **Any questions?**
Dealing with questions; Asking polite questions

26 **Any questions?**
Anticipating questions; Reforming questions

27 **Any questions?**
Dealing with interruptions

28 **End-course Checkpoint**
Review of key concepts; Checking of learner's progress