

Presentation Skills

Supplementing Courses with the Presentation Skills Module

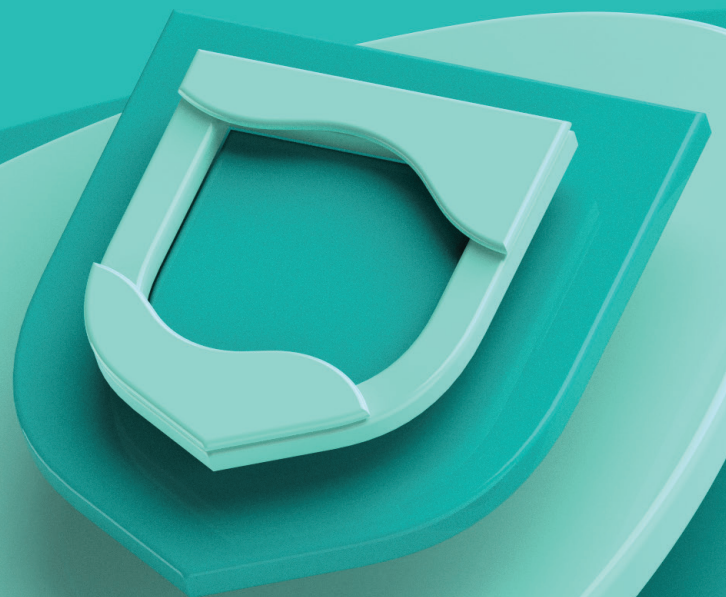
Teaching Guide

This guide will show you how to integrate the *Presentation Skills* module with *Evolve Digital* and other Cambridge courses.



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Introduction

The importance of presentation skills goes beyond traditional classrooms, meetings, and forums. Effective presenters can successfully communicate with their colleagues, managers, and clients and are prepared to manage the unexpected. They are confident and powerful communicators. They anticipate questions and reactions and prepare accordingly.

Yet despite the proven benefits of being an effective public speaker, most people admit to some level of fear or anxiety about public speaking. Cambridge has recognized and addressed this lack of preparedness by developing the *Presentation Skills* module, an eight-unit course designed to target the key areas for becoming a successful presenter.

The module consists of eight one-hour units, which teachers can seamlessly integrate into their instruction to expand on the language and skills covered throughout Cambridge’s course offerings. The module not only engages and motivates students to become better presenters, but it also helps them compare informal English with business English and virtual scenarios with face-to-face settings to equip students for the wide-ranging world of work and presentations.

The eight units in the *Presentation Skills* module are best taught in order so each unit builds off the previous one(s), starting with a general plan and culminating in a final presentation.

Presentation Skills focus		Productive activity
1	Planning a presentation	Writing: making a general plan for a presentation
2	Structuring a presentation	Writing: creating an outline for a presentation
3	Opening and closing a presentation	Writing: preparing the opening and closing parts of a presentation
4	Getting your message across	Speaking: presenting information clearly and connecting ideas in two parts of a presentation
5	Engaging the audience	Speaking: giving a short presentation about a leisure activity
6	Visual aids	Writing: using visual aids
7	Being prepared	Writing: a script for a question-and-answer session
8	Presentation style	Speaking: planning, practicing, and giving a presentation about a product

Each module unit takes students through a series of structured activities to develop and hone specific facets of presenting. The videos, activities, and worksheets can be used in both synchronous and asynchronous settings depending on the teacher’s and students’ needs.

To help match a module unit’s activities to your specific learning environment, consult the **Teacher’s Notes**. The Teacher’s Notes outline ways to adapt activities for pair and group work. The unit videos, which cover everything from brainstorming methods to managing

audience questions, can be watched by students independently or together in class as a springboard for discussion. Finally, the corresponding **worksheets** offer practice activities to reinforce key English for delivering presentations and may be assigned independently as homework or used in class.

Once students have successfully completed the module, teachers may also issue students a **Certificate of Completion** and a **Digital Badge** to build a sense of accomplishment and increase their motivation.



Connecting the skills

To maximize the impact of this module, Cambridge has analyzed course lessons from *Evolve*, *Evolve Digital*, *Interchange*, and *Empower* and *American Empower* and matched them to the most relevant units from the *Presentation Skills* module.

We recommend the units of the module be presented in numerical order to follow a natural progression from a presentation's first ideas to its final delivery.

A *common skill* ties a module unit to a specific lesson from your main course. The module unit can work effectively as a capstone to a course's unit or lesson, thereby empowering students to apply their everyday

English skills to a range of academic contexts and professional environments.

Please note that not all units or lessons from your course will be matched to a *Presentation Skills* module unit.

The sections *Working with Evolve Digital* and *Working with other courses* (pages 9 to 25) provide detailed tables that list the common skills and matching lessons. Please refer to the example on the next page to see how a *Presentation Skills* module unit can effectively complement an *Evolve Digital 5* lesson through the common skill of organizing your main points.



Common Skill	Evolve Digital 5	Presentation Skills
Organizing your main points	Unit 2 Natural limits Lesson 4 Extreme living <ul style="list-style-type: none">Plan and write a description of an areaChoose how to begin, end, and organize your textUnderstand numerical words and phrases in descriptions	Unit 1 Planning a presentation <ul style="list-style-type: none">Think about the general topic and purposeChoose what main points to includeLearn expressions for beginning and ending a presentation

CAMBRIDGE

Lesson review: Prepare to write

✕

1

2

3

4

5

Show >

Activity Help

Prepare to write: Think about the topic. Write a first draft.

Now you're going to write your own description. Choose one of these ideas to write about:

- an area of your country that you know well
- a part of the world that you've visited or that you know a lot about
- an interesting environment that you know about, for example, a desert, an island, or a place with lots of mountains

Think about three or four main points you're going to make. Think about who lives there, what the main attractions are, what the weather or climate is like, and any special features it has that people come to see.

Finally, think about any facts and numerical words and phrases you may want to include. You can tap **Show** to see the list again and to read the model again.

Next

Evolve Digital 5, Unit 2, Lesson 4: Extreme living, Prepare to write

CAMBRIDGE

Choosing the main points

✕

1


2

3

Show >

Activity Help

Tap Show to read the information. Then choose all the correct answers.



What main points would Tom talk about? Choose three main points from the list:

☐ economic benefits of tourism for people who live in cities

☐ how tourism changes local people's way of life

☐ backpacking hostels in Latin America

☐ economic problems resulting from tourism in cities

Presentation Skills, Unit 1: Planning a presentation, Choosing the main points

Using the module in different learning environments

The *Presentation Skills* module was designed by Cambridge to serve a wide range of teaching and learning scenarios. The following three example scenarios demonstrate how the module might be

integrated into a range of program setups, including those that are fully asynchronous (no live instruction) or synchronous (with live instruction).

100% asynchronous			
Rachel teaches fully online English courses at a community college. Her students are trying to reach a minimum level of general English to begin their university coursework or earn a workforce certificate. Rachel chooses to assign the <i>Presentation Skills</i> module when students have completed the corresponding unit from <i>Evolve Digital</i> .			
Asynchronous	Evolve Digital Student's Course	Lesson 1 (grammar and vocabulary)	1 hour
Asynchronous	Evolve Digital Student's Course	Lesson 2 (grammar and vocabulary)	1 hour
Asynchronous	Evolve Digital Student's Course	Lesson 3 (functional language at Levels 1–4 or listening and speaking skills at Levels 5 & 6)	45 minutes
Asynchronous	Evolve Digital Student's Course	Lesson 4 (various skills at Levels 1–4 or reading and writing skills at Levels 5 & 6)	1 hour
Asynchronous	Evolve Digital Student's Course	Unit review	1 hour
Asynchronous	Presentation Skills	Full unit (activities, videos, and worksheets)	1 hour

50% asynchronous, 50% synchronous

Paolo teaches for a medium-sized language program that focuses on speaking and oral fluency. Most students live locally, but the school runs remote-only classes as well. Paolo uses the *Presentation Skills* module during live hours online. He always encourages class discussion, so if this or other activities go longer than expected, he knows he may assign the *Presentation Skills* independent work and worksheets during asynchronous hours. In addition, to better prepare students for speaking practice, Paolo assigns Lesson 3 of the Evolve Digital asynchronous course before they meet for the synchronous Lesson 3 of Evolve Digital Teacher's Companion. He prefers Lesson 3's greater focus on interactive communication for his program's goals.

Asynchronous	Evolve Digital Student's Course	Lesson 1 (grammar and vocabulary)	1 hour
Asynchronous	Evolve Digital Student's Course	Lesson 2 (grammar and vocabulary)	1 hour
Asynchronous	Evolve Digital Student's Course	Lesson 3 (functional language at Levels 1–4 or listening and speaking skills at Levels 5 & 6)	45 minutes
Synchronous	Evolve Digital Teacher's Companion	Lesson 3 (functional language at Levels 1–4 or listening and speaking skills at Levels 5 & 6)	45 minutes
Synchronous	Evolve Digital Teacher's Companion	Lesson 5 (task-based free-speaking activity)	1 hour
Synchronous	Presentation Skills	Full unit (activities, videos, and worksheets)	1 hour

75% asynchronous, 25% synchronous

Hana teaches at a private language school with small class sizes. The classes mostly focus on grammar and vocabulary with an emphasis on speaking in order to prepare students to enroll in English-speaking universities or pass standardized English language tests. Hana introduces the students to the *Presentation Skills* module through the videos and select pair and group activities during in-class hours. Then she assigns the independent work and worksheets for asynchronous class time, encouraging her students to watch the videos again for reinforcement.

Asynchronous	Evolve Digital Student's Course	Lesson 1 (grammar and vocabulary)	1 hour
Asynchronous	Evolve Digital Student's Course	Lesson 2 (grammar and vocabulary)	1 hour
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Asynchronous	Evolve Digital Student's Course	Lesson 4 (various skills at Levels 1–4 or reading and writing skills at Levels 5 & 6)	1 hour
Synchronous	Evolve Digital Teacher's Companion	Lesson 5 (task-based free-speaking activity)	1 hour
Asynchronous	Evolve Digital Student's Course	Unit review	1 hour
Synchronous	Presentation Skills	Videos Pair and Group activities	45 minutes
Asynchronous	Presentation Skills	Independent activities Worksheets	30 minutes

Working with *Evolve Digital*

The following tables suggest ways to combine the eight module units with specific units from *Evolve Digital*, Levels 3, 4, and 5. The module units should be taught in order. They have been organized in the following tables to complement different themes and skills in each *Evolve Digital* course. Not all units from *Evolve Digital* will be matched to module units.

The tables for *Evolve Digital* have been designed for classes that use content from both the Student's Course and the synchronous Teacher's Companion. Suggested lessons that are found only in the Teacher's Companion are marked with an asterisk (*). If you are using only the Student's Course, you may add the suggested module unit at the end of the Student's Course unit instead.



Evolve Digital 3 + Presentation Skills

Common Skill	Evolve Digital 3	Presentation Skills
Developing a general plan	Unit 2 So much stuff Lesson 5 Things to bring* <ul style="list-style-type: none"> Think about a country you'd like to live in for a year Choose what essential items you'd take with you Present a list to the class 	Unit 1 Planning a presentation <ul style="list-style-type: none"> Think about the general topic and purpose Choose what main points to include Write a statement of purpose
Brainstorming and organizing	Unit 3 Smart moves Lesson 5 Secret spots* <ul style="list-style-type: none"> Brainstorm interesting spots in a city Do simple research Give a presentation about a secret spot in your city 	Unit 2 Structuring a presentation <ul style="list-style-type: none"> Brainstorm ideas for a presentation Do simple research on a topic Learn language for giving causes, reasons, and results Create an outline for a presentation
Introducing and ordering ideas	Unit 4 Think first Lesson 4 Business and pleasure <ul style="list-style-type: none"> Describe plans for an event Use linking words to show the order of topics or events Analyze event ideas 	Unit 3 Opening and closing a presentation <ul style="list-style-type: none"> Learn opening and closing expressions Choose different ways to open and close a presentation Prepare the opening and closing parts of a presentation

Common Skill	Evolve Digital 3	Presentation Skills
Emphasizing important points	Unit 6 Impact Lesson 4 Beating the traffic <ul style="list-style-type: none"> • Use questions to introduce or make a strong point • Reduce weak words in fluent speech • Write a response to a podcast with details and questions 	Unit 4 Getting your message across <ul style="list-style-type: none"> • Show how ideas connect together • Show which information is important and which is less important • Present information clearly
Reflecting on leisure activities	Unit 8 Getting there Lesson 5 Building a better life* <ul style="list-style-type: none"> • Reflect on regular activities and their link to happiness • Discuss which activities you'd like to do more and do less • Give advice to classmates • Present to the class about personal advice you received 	Unit 5 Engaging the audience <ul style="list-style-type: none"> • Use personal stories to increase interest • Give a short presentation about a leisure activity • Use language effectively to get the audience's attention • Directly involve the audience in a presentation
Describing changes and contrast	Unit 10 Why we buy Lesson 4 Not just customers – fans! <ul style="list-style-type: none"> • Use <i>however</i> and <i>although</i> to contrast ideas • Listen for contrastive stress when describing differences • Describe two products with contrasting ideas 	Unit 6 Visual aids <ul style="list-style-type: none"> • Describe changes • Compare quantities • Use slides to show facts and figures • Create and use effective slides
Responding to questions and opinions	Unit 11 Pushing yourself Lesson 3 It's not worth it. <ul style="list-style-type: none"> • Learn expressions to ask for and express agreement • Use language to soften an opinion • Discuss a controversial issue 	Unit 7 Being prepared <ul style="list-style-type: none"> • Invite and reply to questions • Interact with and manage the audience • Deal with questions after a presentation • Write a script for a question-and-answer session
Learning from failures	Unit 12 Life's little lessons Lesson 4 Lessons learned? <ul style="list-style-type: none"> • Write an anecdote about a life lesson • Reflect on learning from mistakes • Use expressions with similar meanings 	Unit 8 Presentation style <ul style="list-style-type: none"> • Overcome nervousness and feel more confident • Watch a video of someone practicing a presentation and improving • Speak clearly and use pauses and emphasis

* From Evolve Digital Teacher's Companion



Evolve Digital 4 + Presentation Skills

Common Skill	Evolve Digital 4	Presentation Skills
Anticipating audience and context	Unit 1 And we're off! Lesson 4 Flipping your job interview <ul style="list-style-type: none"> Consider audience and context in a job interview Respond to a blog post about questions in a job interview Soften a negative comment in formal and informal writing 	Unit 1 Planning a presentation <ul style="list-style-type: none"> Consider the audience, context, and time Choose what main points to include Write a statement of purpose Learn formal and informal expressions for beginning and ending a presentation
Interpreting research and describing results	Unit 2 The future of food Lesson 4 Cool food <ul style="list-style-type: none"> Read research results Use phrases to describe results Conduct a survey Write and present on survey results 	Unit 2 Structuring a presentation <ul style="list-style-type: none"> Do simple research on a topic Add supporting details to explain or prove the main points Learn language for giving causes, reasons, and results Create an outline for a presentation
Evaluating presentations	Unit 4 Going global Lesson 5 Design an ad* <ul style="list-style-type: none"> Use language to open a presentation Choose a technique and design an ad for a product Evaluate presentations 	Unit 3 Opening and closing a presentation <ul style="list-style-type: none"> Learn how to open and close a presentation effectively Choose ways to open and close a presentation Evaluate introductions of presentations Use questions as a hook
Signposting language	Unit 6 Community action Lesson 4 Painting safer streets <ul style="list-style-type: none"> Listen to a podcast about a community project Use language to introduce other people's opinions Write a report describing a project and positive and negative opinions about it 	Unit 4 Getting your message across <ul style="list-style-type: none"> Watch a presentation about an NGO fighting malaria Show how ideas connect together Move clearly from one part of the presentation to the next Show which information is important and which is less important

Common Skill	Evolve Digital 4	Presentation Skills
Storytelling	Unit 7 Can we talk? Lesson 3 And I'm like... <ul style="list-style-type: none"> • Use language to recount a conversation or story • Use expressions to get back on track • Practice telling anecdotes 	Unit 5 Engaging the audience <ul style="list-style-type: none"> • Use personal stories to increase interest • Use techniques for adding impact to your presentation • Give a short presentation about a leisure activity
Describing trends	Unit 9 Yes, you can! Lesson 3 To tip or not to tip? <ul style="list-style-type: none"> • Make generalizations • Generalize with numbers and quantities • Use phrases for contrasting information 	Unit 6 Visual aids <ul style="list-style-type: none"> • Describe changes • Compare quantities • Use slides to show facts and figures • Create and use effective slides
Managing your audience	Unit 10 What if...? Lesson 3 You'll never guess! <ul style="list-style-type: none"> • Keep your listener engaged • Change the subject and get to the most interesting point • Tell a true story that people might find difficult to believe • Show interest in a story 	Unit 7 Being prepared <ul style="list-style-type: none"> • Prepare for things that might happen unexpectedly • Interact with and manage the audience • Invite and reply to questions • Write a script for a question-and-answer session
Conveying confidence	Unit 11 Contrasts Lesson 3 Can you suggest an alternative? <ul style="list-style-type: none"> • Respond to suggestions and propose alternatives • Give recommendations • Role-play a confident salesclerk and unsure customer inquiring about a product 	Unit 8 Presentation style <ul style="list-style-type: none"> • Overcome nervousness and feel more confident • Emphasize key words • Pause to help make the message clear • Plan, practice, and give a presentation about a product

*From Evolve Digital Teacher's Companion



Evolve Digital 5 + Presentation Skills

Common Skill	Evolve Digital 5	Presentation Skills
Organizing your main points	Unit 2 Natural limits Lesson 4 Extreme living <ul style="list-style-type: none"> Plan and write a description of an area Choose how to begin, end, and organize your text Understand numerical words and phrases in descriptions 	Unit 1 Planning a presentation <ul style="list-style-type: none"> Think about the general topic and purpose Choose what main points to include Learn expressions for beginning and ending a presentation
Brainstorming and researching	Unit 3 The way I am Lesson 5 Getting the job* <ul style="list-style-type: none"> Brainstorm personal qualities for target job skills Design and decide on job interview questions Conduct simple research by testing interview questions Compare results 	Unit 2 Structuring a presentation <ul style="list-style-type: none"> Brainstorm ideas for a presentation Do simple research on a topic Add supporting details to explain or prove the main points Learn language for giving causes, reasons, and results
Summarizing your main points	Unit 4 Combined effort Lesson 4 The me team <ul style="list-style-type: none"> Analyze an article with an opening, closing, and three main points Read a summary of an article Learn about summary writing Write a summary 	Unit 3 Opening and closing a presentation <ul style="list-style-type: none"> Learn how to open and close a presentation effectively Introduce a topic, a purpose, and main points Use questions as a hook Choose different ways to open and close a presentation
Connecting information	Unit 5 The human factor Lesson 3 Stop blaming gaming <ul style="list-style-type: none"> Use expressions for certainty, uncertainty, and contrasting ideas to organize information Use pitch to separate extra information in a sentence Consider and contrast ideas 	Unit 4 Getting your message across <ul style="list-style-type: none"> Move clearly from one part of the presentation to the next Show how ideas connect together Show which information is important and which is less important

Common Skill	Evolve Digital 5	Presentation Skills
Storytelling	Unit 6 Expect the unexpected Lesson 4 Getting it wrong <ul style="list-style-type: none"> Read about people's embarrassing mistakes Learn tips to make a story interesting Improve sentences for appeal Write a personal story 	Unit 5 Engaging the audience <ul style="list-style-type: none"> Use personal stories to increase interest Use language effectively to get the audience's attention and keep them interested Give a short presentation about a leisure activity
Harnessing the power of visual aids	Unit 10 People, profiles Lesson 5 Attracting talent* <ul style="list-style-type: none"> Decide how to attract first-time employees on a company website Consider visual aids such as photos, videos, and interviews Develop a plan to improve a company website 	Unit 6 Visual aids <ul style="list-style-type: none"> Create and use effective slides Use slides to show facts and figures Use other visual aids Describe changes and compare quantities
Interacting with your audience	Unit 11 Really? Lesson 5 Does it really work?* <ul style="list-style-type: none"> Brainstorm and research everyday tips Present tips to the class Interact with and manage classmates' feedback 	Unit 7 Being prepared <ul style="list-style-type: none"> Plan and rehearse your presentation to become more confident Interact with and manage the audience Invite and reply to questions
Embracing your personal style	Unit 12 Got what it takes? Lesson 3 Maybe one day... <ul style="list-style-type: none"> Use expressions to describe ambition and express optimism and caution Interview about and describe personal ambitions Reflect on educational, personal, and professional ambitions 	Unit 8 Presentation style <ul style="list-style-type: none"> Speak clearly and use pauses and emphasis to get your message across Overcome nervousness and feel more confident Use gestures and body language that support what you are communicating

* From Evolve Digital Teacher's Companion

Working with other courses

The following tables suggest ways to combine the module units with these other Cambridge courses: *Evolve*, *Empower* / *American Empower*, and *Interchange*.

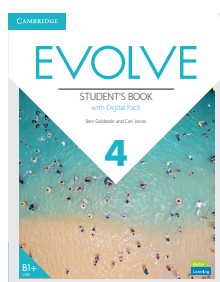
The module units should be taught in order. They have been carefully matched to course units or lessons to complement different themes and skills. Not all units from these courses will be matched to module units.



Evolve 3 + Presentation Skills

Common Skill	Evolve 3	Presentation Skills
Developing a general plan	Unit 2 So much stuff Lesson 5 Things to bring <ul style="list-style-type: none">Think about a country you'd like to live in for a yearChoose what essential items you'd take with youPresent a list to the class	Unit 1 Planning a presentation <ul style="list-style-type: none">Think about the general topic and purposeChoose what main points to includeWrite a statement of purpose
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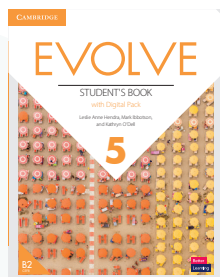
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Evolve 4 + Presentation Skills

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Evolve 5 + Presentation Skills

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Common Skill	Evolve 5	Presentation Skills
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Harnessing the power of visual aids	Unit 10 People, profiles Lesson 5 Attracting talent <ul style="list-style-type: none"> Decide how to attract first-time employees on a company website Consider visual aids such as photos, videos, and interviews Develop a plan to improve a company website 	Unit 6 Visual aids <ul style="list-style-type: none"> Create and use effective slides Use slides to show facts and figures Use other visual aids Describe changes and compare quantities
Interacting with your audience	Unit 11 Really? Lesson 5 Does it really work? <ul style="list-style-type: none"> Brainstorm and research everyday tips Present tips to the class Interact with and manage classmates' feedback 	Unit 7 Being prepared <ul style="list-style-type: none"> Plan and rehearse your presentation to become more confident Interact with and manage the audience Invite and reply to questions
Embracing your personal style	Unit 12 Got what it takes? Lesson 3 Maybe one day... <ul style="list-style-type: none"> Use expressions to describe ambition and express optimism and caution Interview about and describe personal ambitions Reflect on educational, personal, and professional ambitions 	Unit 8 Presentation style <ul style="list-style-type: none"> Speak clearly and use pauses and emphasis to get your message across Overcome nervousness and feel more confident Use gestures and body language that support what you are communicating



Empower B1 / American Empower B1 + Presentation Skills

Common Skill	Empower B1 / American Empower B1	Presentation Skills
Choosing and planning a topic	Unit 2 Travel and tourism Lesson 2D Skills for Writing: This city is different, but very friendly <ul style="list-style-type: none"> Read and analyze a travel blog Plan and write a travel blog Use linking words to connect ideas 	Unit 1 Planning a presentation <ul style="list-style-type: none"> Listen to an employee planning a presentation Think about the general topic and purpose Write a statement of purpose Choose what main points to include
Communicating in groups	Unit 4 Social life Lesson 4C Everyday English: Are you doing anything on Wednesday? <ul style="list-style-type: none"> Make arrangements Make time to think Use sentence stress to express a negative idea 	Unit 2 Structuring a presentation <ul style="list-style-type: none"> Brainstorm ideas for a presentation Discuss ideas with other people Use language for taking turns Give causes, reasons, and results
Opening and closing communication	Unit 5 Work Lesson 5D Skills for Writing: I am writing to apply for a job <ul style="list-style-type: none"> Organize an email Use expressions for opening and closing an email 	Unit 3 Opening and closing a presentation <ul style="list-style-type: none"> Use questions as a hook Choose different ways to open and close a presentation Prepare the opening and closing parts of a presentation
Linking and expanding on ideas	Unit 6 Problems and advice Lesson 6D Skills for Writing: I often worry about tests and exams <ul style="list-style-type: none"> Use language for ordering ideas Use language for giving examples 	Unit 4 Getting your message across <ul style="list-style-type: none"> Show how ideas connect together Show which information is important and which is less important
Presenting on leisure activities	Unit 8 Culture Lesson 8B I've been a fan for 20 years <ul style="list-style-type: none"> Share personal stories about sports and leisure activities Use the present perfect to describe ongoing situations 	Unit 5 Engaging the audience <ul style="list-style-type: none"> Use personal stories to increase interest Give a short presentation about a leisure activity Directly involve the audience in a presentation

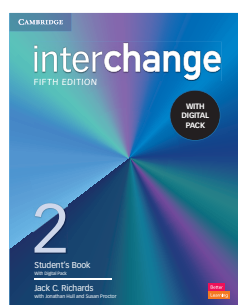
Common Skill	Empower BI / American Empower BI	Presentation Skills
Describing and analyzing results	Unit 10 Values Lesson 10B I'm too embarrassed to complain <ul style="list-style-type: none"> Use quantifiers to compare Analyze and listen to an interpretation of a visual aid about complaining 	Unit 6 Visual aids <ul style="list-style-type: none"> Describe changes Compare quantities Use slides to show facts and figures Create and use effective slides
Responding to questions and opinions	Unit 11 Discovery and invention Lesson 11D Skills for Writing: In my opinion, it's because of the Internet <ul style="list-style-type: none"> Give opinions Express results and reasons Write a post and respond to a classmate's post 	Unit 7 Being prepared <ul style="list-style-type: none"> Invite and reply to questions Write a script for a question-and-answer session Prepare for things that might happen unexpectedly
Expressing confidence	Unit 12 Characters Lesson 12C Everyday English: I'm pretty sure it's Japanese / I think that's the quickest way <ul style="list-style-type: none"> Listen to a disagreement between friends Use contrastive stress to show disagreement Discuss and defend opinions 	Unit 8 Presentation style <ul style="list-style-type: none"> Speak clearly and use pauses and emphasis to get your message across Overcome nervousness and feel more confident Emphasize key words



Empower BI+ / American Empower BI+ + Presentation Skills

Common Skill	Empower BI+ / American Empower BI+	Presentation Skills
Defining a purpose	Unit 1 Talk Lesson 1D Skills for Writing: Different ways of learning <ul style="list-style-type: none"> Introduce a purpose Use referring pronouns Write a guide on how to use a skill 	Unit 1 Planning a presentation <ul style="list-style-type: none"> Think about the general topic and purpose Create a specific statement of purpose Choose what main points to include
Brainstorming and adding details	Unit 3 Relationships Lesson 3D Skills for Writing: He wanted to see the world <ul style="list-style-type: none"> Write a biography Use time expressions to add detail Brainstorm important life events 	Unit 2 Structuring a presentation <ul style="list-style-type: none"> Brainstorm ideas for a presentation Do simple research on a topic Add supporting details to explain or prove the main points Create an outline for a presentation

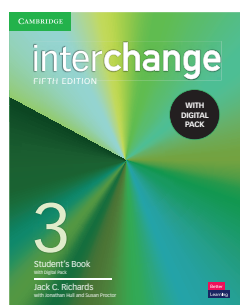
Common Skill	Empower BI+ / American Empower BI+	Presentation Skills
Using questions for different purposes	Unit 4 Personality Lesson 4C Everyday English: Do you need a hand? <ul style="list-style-type: none"> • Offer and ask for help • Use question tags to confirm or ask for information • Modify intonation in question tags 	Unit 3 Opening and closing a presentation <ul style="list-style-type: none"> • Use questions as a hook • Learn how to open and close a presentation effectively • Prepare the opening and closing parts of a presentation
Connecting ideas	Unit 5 The natural world Lesson 5C Everyday English: Why did you become a florist? / Why did you decide to open your own business? <ul style="list-style-type: none"> • Use expressions to introduce reasons, results, and examples • Use expressions to give yourself time to think 	Unit 4 Getting your message across <ul style="list-style-type: none"> • Show how ideas connect together • Move to the next point • Show which information is important and which is less important • Present information clearly
Presenting with personal anecdotes	Unit 6 Different cultures Lesson 6A You should wear good walking shoes <ul style="list-style-type: none"> • Listen to three monologues • Discuss culture shock • Give an informal presentation about a foreign culture 	Unit 5 Engaging the audience <ul style="list-style-type: none"> • Use personal stories to increase interest • Use techniques to add impact to your presentation • Give a short presentation about a leisure activity
Using quantifiers	Unit 7 House and home Lesson 7B There are plenty of things to do <ul style="list-style-type: none"> • Use quantifiers to add detail • Describe issues and places • Learn verb + preposition combinations 	Unit 6 Visual aids <ul style="list-style-type: none"> • Use slides to show facts and figures • Compare quantities • Describe changes
Techniques for responding to questions	Unit 8 Information Lesson 8C Everyday English: On the whole, I prefer taking action shots / On the whole, I prefer writing about current events <ul style="list-style-type: none"> • Listen to someone prepare for an interview • Use language to generalize • Use expressions to give vague answers 	Unit 7 Being prepared <ul style="list-style-type: none"> • Plan and rehearse your presentation to become more confident • Invite and reply to questions • Interact with and manage the audience • Deal with questions after the presentation • Write a script for a question-and-answer session
Overcoming nervousness	Unit 10 Opportunities Lesson 10C Everyday English: You've got nothing to worry about / You have nothing to worry about <ul style="list-style-type: none"> • Discuss situations that make you nervous • Reassure others about worrisome situations • Detect confidence and nervousness with intonation 	Unit 8 Presentation style <ul style="list-style-type: none"> • Overcome nervousness and feel more confident • Pause to help make the message clear • Emphasize key words • Plan, practice, and give a presentation about a product



Interchange 2 + Presentation Skills

Common Skill	Interchange 2	Presentation Skills
Discussing local issues	Unit 2 Life in the city <ul style="list-style-type: none"> Evaluate city services Talk about transportation problems Write an online post on a community message board about a local issue 	Unit 1 Planning a presentation <ul style="list-style-type: none"> Think about the general topic and purpose Choose what main points to include Review presentation ideas about car sharing and the effects of tourism on cities
Using evaluations and comparisons to make a point	Unit 3 Making changes <ul style="list-style-type: none"> Describe positive and negative features Make evaluations and comparisons with adjectives and nouns Express wishes and hopes for the future 	Unit 2 Structuring a presentation <ul style="list-style-type: none"> Learn about different presentation structures Add supporting details to explain or prove the main points Give causes, reasons, and results Organize ideas into an outline
Ordering information	Unit 4 Have you ever tried it? <ul style="list-style-type: none"> Talk about food Use the simple past and present perfect to describe experiences Use sequence adverbs to order information 	Unit 3 Opening and closing a presentation <ul style="list-style-type: none"> Introduce and order information Learn effective ways to open and close a presentation Listen to an opening and closing about food waste
Connecting ideas	Unit 8 Time to celebrate! <ul style="list-style-type: none"> Use relative and adverbial clauses of time to connect ideas Discuss holidays and special celebrations Use stress and rhythm when speaking 	Unit 4 Getting your message across <ul style="list-style-type: none"> Show how ideas connect together Move clearly from one part of the presentation to the next
Using contrasts to increase interest	Unit 9 Only time will tell. <ul style="list-style-type: none"> Use time contrasts Discuss life in different times Speculate about the future with the conditional form 	Unit 5 Engaging the audience <ul style="list-style-type: none"> Making contrasts and groups of three Use personal stories to increase interest Use techniques to add impact to your presentation
Describing facts and figures	Unit 11 It's really worth seeing! <ul style="list-style-type: none"> Use the passive voice to discuss facts Discuss famous landmarks, monuments, and works of art 	Unit 6 Visual aids <ul style="list-style-type: none"> Use slides to show facts and figures Use other visual aids Describe changes Compare quantities

Common Skill	Interchange 2	Presentation Skills
Asking questions and giving opinions	Unit 13 That's entertainment! <ul style="list-style-type: none"> Listen to and give opinions Ask for others' opinions Use participles as adjectives to give opinions Use relative pronouns to describe people and things 	Unit 7 Being prepared <ul style="list-style-type: none"> Invite and reply to questions Manage the audience Prepare for things that might happen unexpectedly
Using body language and speech patterns	Unit 14 Now I get it! <ul style="list-style-type: none"> Discuss the meaning of gestures and body language Use modals to discuss rules and speculate Use pitch to express certainty 	Unit 8 Presentation style <ul style="list-style-type: none"> Use gestures and body language that support what you are communicating Overcome nervousness and feel more confident Speak clearly and use pauses and emphasis



Interchange 3 + Presentation Skills

Common Skill	Interchange 3	Presentation Skills
Making and defending decisions	Unit 2 Working 9 to 5 <ul style="list-style-type: none"> Give reasons for opinions Compare jobs Choose and explain your ideal career Make comparisons 	Unit 1 Planning a presentation <ul style="list-style-type: none"> Choose which main points to include in a presentation Consider the audience, context, and time Write a statement of purpose
Organizing events and ideas	Unit 4 What happened? <ul style="list-style-type: none"> Discuss different types of news Describe past events with different tenses Tell stories Use vocabulary for exceptional events 	Unit 2 Structuring a presentation <ul style="list-style-type: none"> Learn about different presentation structures Learn tips for brainstorming Add supporting details to explain or prove points Organize ideas into an outline
Considering expectations	Unit 5 Expanding your horizons <ul style="list-style-type: none"> Describe expectations Compare different countries' customs Ask and answer questions about living abroad Plan and design a tourist pamphlet 	Unit 3 Opening and closing a presentation <ul style="list-style-type: none"> Use questions as a hook Choose different ways to open and close a presentation Create a plan for a presentation's opening and closing

Common Skill	Interchange 3	Presentation Skills
Describing problems and solutions	Unit 7 What can we do? <ul style="list-style-type: none"> • Use infinitive clauses and phrases to connect problems to solutions • Describe problems with the passive voice • Discuss global challenges • Brainstorm solutions to problems 	Unit 4 Getting your message across <ul style="list-style-type: none"> • Show how ideas connect together • Move to the next point • Show which information is important and which is less important
Building on different learning styles	Unit 8 Never stop learning <ul style="list-style-type: none"> • Share personal preferences with <i>would rather</i> and <i>would prefer</i> • Discuss learning styles and life skills • Describe how to do things • Reflect on skills learned 	Unit 5 Engaging the audience <ul style="list-style-type: none"> • Use techniques for adding impact to your presentation • Directly involve the audience in your presentation • Use personal stories to increase interest
Describing change and facts	Unit 10 A matter of time <ul style="list-style-type: none"> • Refer to time in the past to describe events and facts • Reflect on trends and fads • Predict the future with <i>will</i> 	Unit 6 Visual aids <ul style="list-style-type: none"> • Use slides to show facts and figures • Use other visual aids • Describe changes
Giving effective answers	Unit 12 Keys to success <ul style="list-style-type: none"> • Describe purpose • Give reasons • Discuss effective commercials and ads 	Unit 7 Being prepared <ul style="list-style-type: none"> • Plan and rehearse presentations to increase confidence • Interact with and manage the audience • Write a script for a question-and-answer session with the audience
Speaking and giving opinions confidently	Unit 15 A law must be passed! <ul style="list-style-type: none"> • Use tag questions for opinions • Learn intonation for tag questions to seek agreement • Give recommendations and opinions • Form opinions about controversial topics 	Unit 8 Presentation style <ul style="list-style-type: none"> • Use pauses and emphasis to get a message across • Use gestures and body language to communicate effectively • Plan, practice, and give a presentation about a product

Cambridge Support

For more resources and information on teaching presentation skills, current updates, and industry news, explore our supplementary materials as follows:

- Try a demo unit for the Presentation Skills module on Cambridge One. For a step-by-step guide on how to access the demo module, click [here](#).
- Follow us on [LinkedIn](#) for the latest updates, trends, and news.

