

Presentation Skills

Mastering confidence in every presentation

This guide will help you:

- understand what presentation skills are
- learn about the *Presentation Skills* module and the benefits it offers
- find out how to try a sample unit.



What are presentation skills?

Presentation skills are the ability to effectively communicate information to an audience using clear verbal and non-verbal communication, engaging visuals, structured content, confident delivery, careful planning, storytelling techniques, and active audience interaction.

Learning good presentation skills helps people speak and communicate confidently and persuasively, which is key to success in many different situations.

Why teach presentation skills?

The National Speech Anxiety Institute found that **95% of people surveyed indicated some level of fear when giving a speech or presentation**, and another study found that **90% of people feel more comfortable speaking in public after taking a course specifically designed to address their speech anxiety**.

That's why our experts created *Presentation Skills* – a short, convenient online module to give your students the key skills needed to master confidently presenting and communicating, whether that be at work, university, in a meeting, or in a virtual setting.

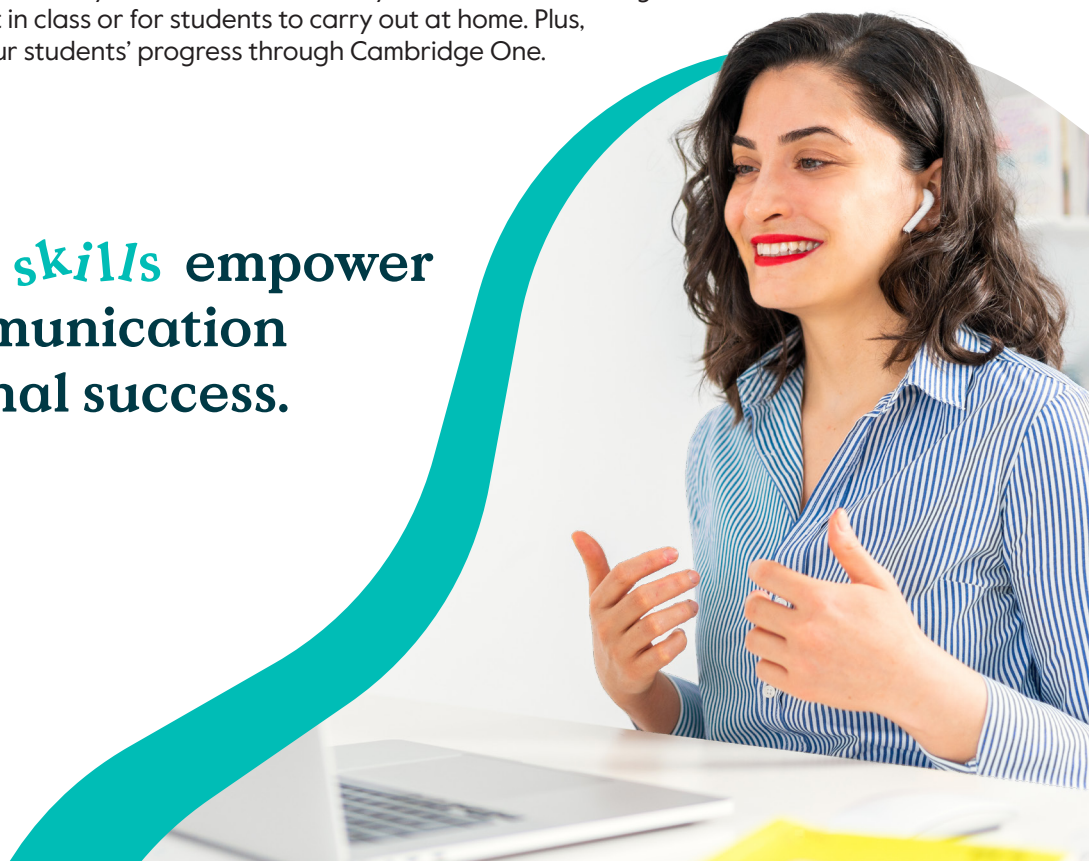
Why choose the Presentation Skills module?

Our expertise in course design and testing, coupled with our research into the top required skills for your students to successfully master presentation skills means you can provide what your students need and have complete confidence in the module content.

Guidance on teaching presentation skills is included in the module. It can be taught as a standalone module or alongside one of our core English courses.

The module is flexible for both you and your students, with many of the activities being automarked and able to be set in class or for students to carry out at home. Plus, you can effortlessly monitor your students' progress through Cambridge One.

Presentation skills empower effective communication and professional success.



About the module

Presentations Skills is a short, eight-unit online module designed for adult and young adult learners to help them master the key skills needed to effectively present and communicate. It develops the core skills needed from planning, structuring, opening and closing a presentation, to engaging the audience and presentation styles.

The module is designed to be accessible to a broad range of learners whether that be in-person teacher-led classes, remote learning, or a combination of in class and at home study.

Key facts

- **Language level** – Intermediate level and above (Level B1 and above on the CEFR*).
- **Time** – Approximately 8 hours of content (1 hour per unit).
- **Interactive activities** – Each unit contains interactive activities supported by video or audio. These are interspersed with reflective activities. There's a productive speaking or writing task at the end of each unit, as well as a final review and reflection screen. Most of the activities are automarked to save you time and give students immediate answers.
- **All four skills** – (reading, writing, speaking and listening) are used in the module.
- **Resources** – All resources are in the Teacher's Resources folder on Cambridge One. This includes teacher's notes, unit maps, a glossary, printable worksheets to complement the digital learning, and many other useful resources.
- **How to use** – Teach the module on its own or alongside your general and academic English courses. If the module, or parts of the module, is completed in class, the teacher's notes provide suggestions on classroom management, presentation/extension of activities, and use of the worksheets.
- **Flexibility** – It's fully digital and mobile friendly, giving you and your students complete flexibility when and where you use it.
- **Delivery** – It's delivered through our Cambridge One platform, which makes setting up classes and monitoring students straightforward and intuitive.

Each unit in the module focuses on one aspect of giving an effective presentation.

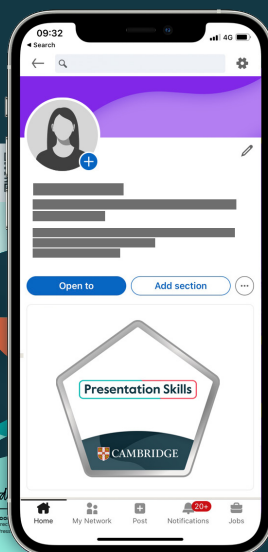
PLANNING A PRESENTATION	STRUCTURING A PRESENTATION	OPENING AND CLOSING A PRESENTATION	GETTING YOUR MESSAGE ACROSS
Thinking about the general topic and purpose, choosing the main points and considering the audience, context, and time when preparing a presentation.	Learning about different structure patterns, brainstorming ideas, researching a topic, adding supporting details and organizing ideas into an outline.	Learning how to open and close a presentation effectively and different ways to do it. Learning how to prepare for the opening and closing parts.	Learning how to move clearly from one part of the presentation to the next, how to connect ideas, and how to indicate important and less important information in a presentation.
ENGAGING THE AUDIENCE	VISUAL AIDS	BEING PREPARED	PRESENTATION STYLE
Using language effectively to get the audience's attention and interest. Using personal stories and techniques for adding impact. Involving the audience.	Learning how to create effective slides, how to show facts and figures, and how to use other visual aids, such as real objects, video, and handouts.	Planning and rehearsing to become more confident. Preparing for the unexpected. Interacting with and managing the audience, and dealing with questions.	Using voice and body language to make a presentation more effective. Overcoming nervousness and feeling more confident.



Certificates and digital badges

We understand how important it is for your students to celebrate their success and help promote their skills for future employment. We have two great ways to do this.

You can award your students a certificate of completion once they've completed all eight units. They will also be able to collect a digital badge which they can add to their résumé or CV and share it on social networks, like LinkedIn, to help ensure their skills stand out.



For more information visit cambridge.org/presentationsskills

Try a sample unit.
Register as a teacher on **Cambridge One** and in the "My library" tab, search for *Presentation Skills Demo unit*.

Find out more at
cambridge.org/english

We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

Where your world grows