

# Speaking in Public

## 1 Warm Up

- What is happening in the picture?



## 2 Vocabulary Work

Match the two halves of the following collocations:

- .....
- .....
- .....
- .....
- .....
- .....

GIVE	STAND UP	FALL	WRITE	A DEEP BREATH	EVERYTHING DOWN
YOURSELF	TAKE	IN FRONT OF OTHERS	A PRESENTATION	ASLEEP	TIME

## 3 Reading Read the text. Fill in the spaces with a word from the box below.

**A**re you good at public speaking? Can you give a presentation with confidence? Many people are very <sup>1</sup>..... about standing up in front of others. 1

Claire Swan works for an advertising company. She needs to give presentations to clients. "I was often worried about public speaking," she explains, "so I went on a course. Now I'm much more confident." 5

Tim Wakefield runs courses on public speaking. He gives this <sup>2</sup>.....:

1. Practise your presentation many times. Time yourself with a stopwatch. You could also video yourself with a <sup>3</sup>..... .
2. Relax! Take a deep breath before you start.
3. Use notes! Don't just read word-for-word. If you practise a lot, you won't need to write everything down. 10
4. For business presentations, try not to rely on PowerPoint too much. Lots of slides can be <sup>4</sup>..... . Your audience could fall asleep!
5. Take your time. Remember to slow down, and take pauses.

"Everyone is a little nervous when speaking in public," says Tim. "However, anyone can learn to become a great public speaker. The most important things are practice and confidence!" 15

**Choose From:**    **smartphone**    **boring**    **advice**    **nervous**

4

**Comprehension**      **Answer the questions about the text you have read.**

1. What does Claire do for a living?  
.....
2. How did Claire become more confident at public speaking?  
.....
3. What does Tim Wakefield do?  
.....
4. Summarize Tim's five pieces of advice. The first one is done for you.
  - i) Practise the presentation often. ....
  - ii) .....
  - iii) .....
  - iv) .....
  - v) .....

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**Prepositions**

# PREPOSITION PRACTICE

1. Are you good ..... public speaking?
2. Many people are nervous ..... standing up ..... others.
3. Claire works ..... an advertising company.
4. I went ..... a course.
5. You won't need to write everything .....
6. Try not to rely ..... PowerPoint too much.
7. Remember to slow .....

ABOUT  
AT  
DOWN  
ON  
DOWN  
ON  
IN FRONT OF  
FOR

6

**Discussion**      **Ask your partner(s) these questions. Ask follow-up questions!**

- When did you last stand up in front of others?
- Are you good at public speaking?
- What kind of company do you work for? Do you need to make presentations?
- Have you ever been on a course? What did you study?
- Your questions!

# Speaking in Public: Teaching Notes

<b>Target Structure:</b>	Reading, Vocabulary and Discussion
<b>Vocabulary:</b>	General
<b>Level:</b>	Pre-Intermediate
<b>Time:</b>	1 hour, depending on discussion
<b>Preparation:</b>	None

## Suggested Teaching Method

This is a lower-level version of our worksheet 'Public Speaking'.

Few people really enjoy speaking in public. This worksheet looks at some ways we can become better public speakers. There is a reading, vocabulary practice and discussion. Your students will study a number of expressions and have the opportunity to use them in discussion at the end of the lesson.

- 1 Elicit speculation on the picture – who the person is, what he is doing, and how he might be feeling. (Groom / best man / father of the bride, giving a speech at a reception / feeling nervous or very happy)
- 2 Elicit the answer to one collocation from a confident student.  
  
Students can work in pairs. Go through the answers with the group. Provide explanation where necessary.
- 3 Students should work alone for this exercise. Direct their attention to the four words in the box.  
  
Students should read at a brisk pace. If there are any parts they do not understand, it is better to underline and check later, rather than consult a dictionary. While reading, they should fill in the blanks with a word from the box.  
  
When finished, students can check their answers in pairs. Go through the answers with the group.
- 4 Students can work in pairs. Go through the answers with the class.
- 5 Students can work alone and check in pairs. Go through the answers with the group.
- 6 Leave plenty of time for class discussion. To maximise student talking time, it's best to put students in pairs, or small groups. Assign new pairs, if possible. Students should read all the questions first, before beginning the discussion.  
  
While the students are speaking, monitor the conversations, but try not to interrupt. When the discussion comes to a close, ask a few of the questions yourself, and go through any points of English you made a note of while monitoring.

**Answer Key (Other answers are possible for some exercises.)**

- ② 1. nervous 2. advice 3. smartphone 4. boring
- ③ 1. give a presentation  
2. stand up in front of others  
3. fall asleep  
4. write everything down  
5. take a deep breath  
6. time yourself
- ④ 1. She works for an advertising company.  
2. She went on a course.  
3. He runs courses on public speaking.  
4. Practise many times / relax / don't read word-for-word / take your time
- ⑤ 1. Are you good **at** public speaking?  
2. Many people are nervous **about** standing up **in front of** others.  
3. Claire works **for** an advertising company.  
4. I went **on** a course.  
5. You won't need to write everything **down**.  
6. Try not to rely **on** PowerPoint too much.  
7. Remember to slow **down**.

**How are we doing?**

Have you taught this lesson? We'd be very pleased to hear your comments.

Send your feedback to [editor@handoutsonline.com](mailto:editor@handoutsonline.com).

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