

Put the underlined phrases in the speech in the correct order.

1. Firstly, before I start I have to tell you that if you fall asleep listening to my presentation then it won't be my fault. The fault lies in our genes. Humans weren't supposed to sit in warm rooms with someone talking for a long time about something that didn't grab their attention. If a tribal chief tried that in the Stone Age, he soon found himself talking to the wall while the rest of the guys went and did something useful like massacre a mammoth. We can't do that today, but we can all think of million-and-one things apart from the presentation if the presenter doesn't get it right. My name's Goody Startman and 2. let's start with 3. Good morning, ladies and gentlemen. I'll name them all so that you could jot them down. 4. Moving on to I'll give their brief descriptions and give examples...

5. Then the most effective techniques for waking up the audience. They are: asking questions to the audience, using quotations, giving prizes to the audience, using visuals and distributing handouts. 6. Have you got any questions? asking questions to the audience or mental involvement. One of the best ways to get your message through is to get the audience thinking. Asking questions to the audience is a great way to make them think. "Have you ever had your keys in your hand one minute and the next minute they were gone?" This question is of the 'Has-this-ever-happened-to-you?' variety...

7. Finally, using quotations and humorous remarks which is no doubt a leading attention-getter ...A fun way to get the audience involved physically is to give out prizes. For example, you may promise a prize to the most attentive listener. 8. today I'd like to talk to you about some techniques for making a presentation interesting. handouts. Handouts enhance most presentations. They are also another way to get audience members in fun. One of the reasons is that audience members really enjoy being able to take something home with them.

9. In this slide you can see hey look at that! Visuals. Some type of visual in the room as the participants enter is a good way to signal them that your presentation will be different. It could be an interesting picture or funny quotation on the wall or overhead screen or a nicely done colour flipchart page. It will make the audience really look forward to your presentation.

These are the main techniques to wake up the audience. 10. Now, let's turn to 11. Thank you for your attention.

Answers:

3. Good morning ladies and gentlemen; 8. Today I'd like to talk to you about some techniques for making a presentation interesting; 1. Firstly; 5. Then; 9. In this slide you can see; 2. Let's start with; 4. Moving on to; 10. Now, let's turn to; 7. Finally; 6. Have you got any questions?; 11. Thank you for your attention.