

Presentation Vocabulary

Planning, Delivering and Managing a Presentation

Name: _____ Date: _____

Lesson aims

- Learn the key words for planning, structuring and delivering a presentation
- Use common verb phrases correctly (give a presentation, keep to the time limit, run out of time)
- Describe slides, equipment and your own delivery
- Respond to problems, questions and feedback in a professional way

Warm-up: talk about it

- When did you last give a presentation, or watch one? What made it good or bad?
- What do you do to prepare before you present in front of other people?
- What problems can happen during a presentation, and how can you deal with them?

1. Key vocabulary

Planning

Word / phrase	Meaning	Example
audience	the people who listen to a presentation	Think about who your audience is before you write anything.
purpose	the reason for giving the presentation	The purpose of my talk is to persuade the team to try the new system.
key message	the main idea you want people to remember	Our key message is that training saves time.
outline	a short plan of the main points	I wrote an outline before I made the slides.
rehearse	practise before the real presentation	I always rehearse out loud at least twice.
time limit	the longest time you are allowed to speak	We have a time limit of ten minutes.

Structure

Word / phrase	Meaning	Example
introduction	the first part, where you say what you will talk about	In the introduction, I'll explain why this topic matters.
main body	the central part, with your main points	The main body has three sections.
section	one part of a presentation	Let's move on to the next section.
transition	words that connect one section to the next	A clear transition helps people follow your talk.
conclusion	the last part of a presentation	In my conclusion, I'll repeat the three key points.
summary	a short repeat of the main points	I'd like to finish with a brief summary.
take-away	the main thing the audience should remember or do afterwards	My take-away is simple: check the figures twice.

Slides and equipment

Word / phrase	Meaning	Example
slide	one page of a presentation shown on a screen	Please don't put too much text on one slide.
bullet point	a short point on a slide, usually next to a dot	Use three bullet points, not ten.
visual aid	a picture, chart or object that helps explain an idea	A simple diagram is a good visual aid.
handout	a printed page you give to the audience	I'll give everyone a handout with the main dates.
projector	a machine that shows your slides on a screen	The projector isn't working, so please give me a moment.
clicker	a small device for changing slides	I use a clicker so I can walk around the room.
share your screen	show your computer screen in an online meeting	Can everyone see my slides? I'll share my screen now.
font size	how big the letters on a slide are	Increase the font size so people at the back can read it.

Delivery

Word / phrase	Meaning	Example
pace	how fast or slowly you speak	You spoke at a good pace, not too fast.
pause	a short silence while speaking	Pause after each main point.
volume	how loud your voice is	Check that your volume is right for the room.
tone	the feeling in your voice, for example friendly or serious	Keep a friendly tone, even when you answer difficult questions.
eye contact	looking at people's eyes while you speak	Make eye contact with people on both sides of the room.
gesture	a movement of the hands or body that adds meaning	Natural gestures make you look confident.
emphasise	give extra importance to something	I'd like to emphasise that this deadline cannot change.
notes	short reminders you look at while speaking	Use notes, but don't read every word.

The audience

Word / phrase	Meaning	Example
engage	keep people interested and involved	A short question can engage the audience.
attention	when people listen and watch carefully	A good story can hold the audience's attention.
interrupt	start speaking while someone else is speaking	Please interrupt me if anything is unclear.
Q&A session	a time at the end for questions and answers	We'll have a short Q&A session after the presentation.
feedback	comments about how well you did	I asked my manager for feedback on my talk.
clarify	make something clearer	Could you clarify what you mean by 'target'?

When things go wrong

Word / phrase	Meaning	Example
technical problem	a problem with equipment or software	We have a technical problem, so I'll start without the video.
run out of time	have no time left	If you speak too slowly, you will run out of time.
lose your place	forget which part you were speaking about	If you lose your place, pause and check your notes.
go off topic	start talking about something unrelated	Sorry, I'm going off topic. Let me return to the plan.
recover	get back to a good level after a problem	A calm breath helps you recover after a mistake.

Useful patterns with prepositions

Pattern	Use
focus ON the key points	where you put your attention
refer TO a slide	mention or point to something
go THROUGH the slides	explain them one by one
keep TO the time limit	do not go over the time
rely ON your notes	depend on them
look AT the audience	direct your eyes at people
present TO the board	the people who listen
think ABOUT your audience	consider who they are

2. Useful verb phrases

Group	Useful phrases
Giving a talk	give / deliver a presentation make a good impression make a point cover a topic
Working with slides	go through the slides refer to a slide skip a slide share your screen
Managing time	keep to the time limit run out of time run short of time allow time for questions
Working with the audience	hold the audience's attention take questions deal with a difficult question ask for feedback

3. Model conversation

Listen to (or read) a short conversation between two colleagues after a rehearsal. Notice how the vocabulary from Section 1 is used in natural speech. Underline the vocabulary from Section 1.

TOM

That was a good first rehearsal, Maria. You clearly understood your audience, and your key message was very clear: the new system will save us two hours a week.

MARIA

Thanks, Tom. I was nervous, though. I think I spoke too fast at the beginning.

TOM

You did. Try to slow your pace and pause after each main point. That also helps people follow your outline.

MARIA

OK. What about the slides? I used a lot of bullet points.

TOM

Yes, there was too much text on some slides. Use a visual aid instead, such as a simple diagram, and make the font size large enough for the back of the room.

MARIA

Good idea. I also forgot to use a transition between the first and second sections.

TOM

Right. A short phrase like 'Now let's move on to the costs' makes the main body easier to follow. And remember to make eye contact, not just look at the screen.

MARIA

I will. What should I do if I lose my place?

TOM

Pause, take a breath and check your notes. If you run out of time, focus on the key points and skip the details. At the end, give a short summary with one clear take-away, and invite questions.

MARIA

Thanks, that's really helpful. I'll rehearse again tomorrow and send you the new version.

Exercise 1: Vocabulary in context

Type the missing word or phrase. The first letter is given to help you.

1. The **p**_____ of my talk is to persuade the team to try the new system.
2. Try to make eye **c**_____ with people at the back of the room.
3. A short phrase that connects one section to the next is called a **t**_____.
4. At the end of the talk, I gave everyone a printed **h**_____ with the main dates.
5. If you **l**_____ your place, stop for a moment, breathe and check your notes.
6. Before you write your slides, think about who your **a**_____ is and what they already know.
7. I always **r**_____ my presentation out loud at least twice before the real day.
8. Please keep to the time **l**_____ of ten minutes, because there is another meeting after ours.

Exercise 2: Prepositions with presentation verbs

Choose the correct preposition for each sentence.

about with through to in on at

1. In the second section, I'll focus _____ the main risks.
2. Next week she will present _____ the board.
3. Let's go _____ the slides one by one.
4. Before you start, think _____ who will be in the room.
5. Don't rely too much _____ your notes.
6. Try to keep _____ the time limit.
7. Look _____ the audience, not at the screen.
8. Please refer _____ slide 4 for the full list.

Exercise 3: Find and fix the mistake

Each sentence has one mistake in the highlighted part. Type the correct word.

1. Please speak **loud** so that everyone can hear you. Correction: _____
2. I need to **do** a presentation to the board next week. Correction: _____
3. My presentation has three **chapters**: the background, the results and the plan. Correction: _____
4. I always **exercise** my presentation before the real day. Correction: _____
5. I felt very **nervousness** before the talk. Correction: _____
6. There is too **many** text on this slide. Correction: _____

Exercise 4: Match the definition

Read the definition. Choose the correct word.

1. A short silence while you are speaking
 - a) pace
 - b) pause
 - c) volume
 - d) tone
2. A printed paper that you give to the audience
 - a) handout
 - b) transition
 - c) bullet point
 - d) outline
3. The feeling in your voice, for example friendly or serious
 - a) pace
 - b) volume
 - c) gesture
 - d) tone
4. A short written plan of the main points
 - a) handout
 - b) transition
 - c) outline
 - d) summary
5. A phrase that connects one section of a talk to the next
 - a) transition
 - b) outline
 - c) summary
 - d) take-away
6. The main idea you want the audience to remember
 - a) slogan
 - b) key message
 - c) outline
 - d) handout

Exercise 5: Sort the words

Choose the group that each word or phrase belongs to.

A Planning

B Structure

C Delivery

D Slides and equipment

E When things go wrong

F The audience

1. "rehearse" **Group:** ____
2. "Q&A session" **Group:** ____
3. "take-away" **Group:** ____
4. "projector" **Group:** ____

5. "run out of time" **Group:** ____
6. "transition" **Group:** ____
7. "time limit" **Group:** ____
8. "eye contact" **Group:** ____

Exercise 6: Build the sentence

Put the words in the correct order to make a sentence.

1. **at / presentation. / take / the / end / of / the / questions / I'll**

2. **o'clock. / to / the / finish / limit / keep / and / Please / ten / before / time**

3. **too / on / this / slide, / much / it. / is / read / text / so / nobody / can / There**

4. **and / If / notes. / a / place, / you / pause, / take / breath / your / lose / check / your**

5. **make / people / the / contact / room. / eye / with / to / at / Try / of / back / the**

6. **twice / day. / the / rehearse / before / I / least / my / presentation / at / always**

Exercise 7: Best phrase for the situation

Choose the most suitable thing to say in a professional presentation.

1. You want to check that the audience understands.
 - a) I won't explain it again.
 - b) Does that make sense so far? Please stop me if anything is unclear.
 - c) Is everybody clever enough to follow?
 - d) You understand, right?
2. You have two minutes left and three slides to go.
 - a) We will just stop now.
 - b) Please come back tomorrow.
 - c) I'm running short of time, so I'll focus on the key points and skip the details.
 - d) I have to hurry up, sorry, sorry, sorry.
3. Someone asks a question that is not related to your topic.
 - a) That's an interesting point, but it's a bit outside today's topic. Could we talk about it after the presentation?
 - b) I don't want to answer that.
 - c) Why are you asking me that?
 - d) That's not important.

4. You want the audience to remember the most important point.
 - a) This is the point. The point is here.
 - b) If you remember only one thing from today, I'd like it to be this.
 - c) Please write everything down, it is all important.
 - d) I'll say it once and I won't repeat it.
5. You are starting your talk and want to explain how it is organised.
 - a) First, I will tell you my secret plan.
 - b) So, first of all, there is the thing about the stuff.
 - c) Okay, let me just click on this thing.
 - d) To begin with, I'll give you a brief overview, and then I'll cover three main areas.
6. The projector stops working just before you start.
 - a) I'm sorry, we have a technical problem. Please give me a moment while I fix it.
 - b) Somebody should have checked this.
 - c) Okay, so no slides, and goodbye.
 - d) Nothing works in this building, it's not my fault.

Exercise 8: Feedback and questions

Choose the best response.

1. "How can I improve my conclusion?"
 - a) You could finish with a short summary and one clear take-away.
 - b) Make it longer.
 - c) Don't have one.
 - d) Just say thank you and leave.
2. "What would you do differently next time?"
 - a) Nothing. It was perfect.
 - b) I'd rehearse out loud, and I'd check the equipment before the audience arrives.
 - c) I will never present again.
 - d) I don't know.
3. "Your slides were interesting, but there was a lot of text on each one."
 - a) That's just your opinion.
 - b) No, the text was necessary.
 - c) Whatever.
 - d) Thanks, that's useful. I'll cut the text and use more visuals next time.
4. "You spoke very fast at the beginning."
 - a) Nobody complained.
 - b) You listened too slowly.
 - c) I was nervous. I'll try to slow down and pause between the main points.
 - d) I always speak like this.

Exercise 9: Say it yourself

Write one sentence for each situation, as if you were speaking. Use vocabulary from this lesson.

1. A colleague's slide has too much text. Give one piece of advice.

2. You want to tell the audience how your talk is organised. Write one sentence.

3. A listener interrupts with a question while you are speaking. Write a polite response.

4. You have run out of time and there are two slides left. What do you say?

Your turn: give a two-minute talk

Choose a topic from your own work (a project, a process or a result). Write one or two sentences for each step, using at least eight words or phrases from this lesson. Then give your talk for about two minutes and record yourself if you can.

1. Opening - Say who you are, what the talk is about and how it is organised (outline).

2. Main point 1 - Make your first point and use one visual aid or example.

3. Main point 2 - Use a transition, then make your second point.

4. Delivery - Write what you will do about pace, pauses and eye contact.

5. A possible problem - Name one thing that could go wrong and what you will say or do.

6. Close - Give a short summary and a take-away, then invite questions.

Self-check

☐ I used at least eight words or phrases from the lesson.

☐ I used a transition between my main points.

☐ I used the correct prepositions (refer to, focus on, keep to).

☐ I finished with a summary, a take-away and an invitation for questions.

☐ I spoke slowly enough and paused after my main points.

TEACHER ANSWER KEY - DO NOT DISTRIBUTE**Presentation Vocabulary: Planning, Delivering and Managing a Presentation (Level B1+)**

The worksheet order is fixed; answers below follow the printed numbering. The interactive HTML version shuffles item order and answer positions each time it is opened.

Exercise 1: Vocabulary in context

1. purpose
2. contact
3. transition
4. handout
5. lose
6. audience
7. rehearse
8. limit

Exercise 2: Prepositions with presentation verbs

1. on; 2. to; 3. through; 4. about; 5. on; 6. to; 7. at; 8. to

Exercise 3: Find and fix the mistake

1. Please speak **loudly** so that everyone can hear you. (accept: loudly)
2. I need to **give** a presentation to the board next week. (accept: give / deliver)
3. My presentation has three **sections**: the background, the results and the plan. (accept: sections / parts)
4. I always **rehearse** my presentation before the real day. (accept: rehearse / practise)
5. I felt very **nervous** before the talk. (accept: nervous)
6. There is too **much** text on this slide. (accept: much)

Exercise 4: Match the definition

1. b; 2. a; 3. d; 4. c; 5. a; 6. b
1. A pause gives people time to think about your last point.
 2. A handout is something people can take away and keep.
 3. Tone is about the feeling; pace is speed and volume is loudness.
 4. An outline is a plan. A summary comes at the end of a talk.
 5. Transitions help the audience follow the structure.
 6. The key message is the one idea you want people to remember.

Exercise 5: Sort the words

1. A (Planning); 2. F (The audience); 3. B (Structure); 4. D (Slides and equipment); 5. E (When things go wrong); 6. B (Structure); 7. A (Planning); 8. C (Delivery)

Exercise 6: Build the sentence

1. I'll take questions at the end of the presentation.
2. Please keep to the time limit and finish before ten o'clock.
3. There is too much text on this slide, so nobody can read it.
4. If you lose your place, pause, take a breath and check your notes.
5. Try to make eye contact with people at the back of the room.
6. I always rehearse my presentation at least twice before the day.

Exercise 7: Best phrase for the situation

1. b; 2. c; 3. a; 4. b; 5. d; 6. a
1. Polite and open: it invites questions.

2. Say what you will do, so the audience knows what to expect.
3. Be polite, explain why you cannot answer now, and offer another time.
4. A direct phrase like this gives the audience a clear take-away.
5. A clear overview tells the audience what to expect.
6. Stay calm, apologise briefly and say what you are doing.

Exercise 8: Feedback and questions

1. a; 2. b; 3. d; 4. c

1. Useful advice: a summary and a take-away.
2. Give two specific, positive changes.
3. Accept feedback politely and say what you will do.
4. Explain briefly and name a way to improve.

Exercise 9: Say it yourself

1. Model: You could reduce the text to three bullet points and add a visual. (Use 'You could...' or 'Try to...' and name what to change.)
2. Model: First I'll give an overview of the project, then I'll cover the main risks, and finally I'll suggest next steps. (Use a structure phrase: first, then, finally.)
3. Model: Good question. Could I come back to that at the end, in the Q&A session? (Thank the person and say when you will answer.)
4. Model: I'm running short of time, so I'll focus on the key points. (Say you are short of time, and then say what you will do.)

Accept any accurate, natural sentence that uses suitable language from the lesson.

Teacher notes

- Suggested timing (60 minutes): warm-up 5 min; vocabulary groups 15 min (students sort the words into the six groups first); model conversation (listen, then read, then underline the vocabulary) 10 min; exercises 1 to 5 in class 20 min; exercises 6 to 9 for homework or the next lesson; 'Your turn' task as a speaking activity with feedback.
- Collocations to drill orally: give / deliver a presentation (not 'do' or 'make'), make a point, keep to the time limit, run out of time, take questions, hold the audience's attention.
- Pronunciation to check: word stress on 'audience' (AU-dience), 'purpose' (PUR-pose), 'rehearse' (re-HEARSE, with a long vowel) and 'emphasise' (EM-pha-sise); the -ed ending in 'rehearsed' is pronounced /t/.
- Common B1 errors: 'do a presentation'; 'too many text' (text is uncountable); 'speak loud' (speak loudly); 'I feel nervousness' (I feel nervous); 'exercise my talk' (rehearse or practise it).
- Extension: ask the student to give her two-minute talk twice. After the first attempt, give feedback using the delivery words (pace, pause, eye contact, tone), then ask her to repeat it with one improvement.