



ENGLISH LANGUAGE SEMESTER 2: 2023-2024 CHAPTER 10

INSTRUCTOR

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Text book: Headway Academic Skills: Reading, Writing, and Study Skills, Level 3. By: Sarah Philpot and Lesley Curnick

The image features a vibrant green background with a subtle radial gradient. At the center is a large, bright white circle. Scattered around the perimeter are several realistic water droplets of various sizes, each with a clear highlight and a soft shadow, giving them a three-dimensional appearance. The word "WRITING" is prominently displayed in the middle of the frame.

WRITING

HOW TO BE A GOOD PRESENTER

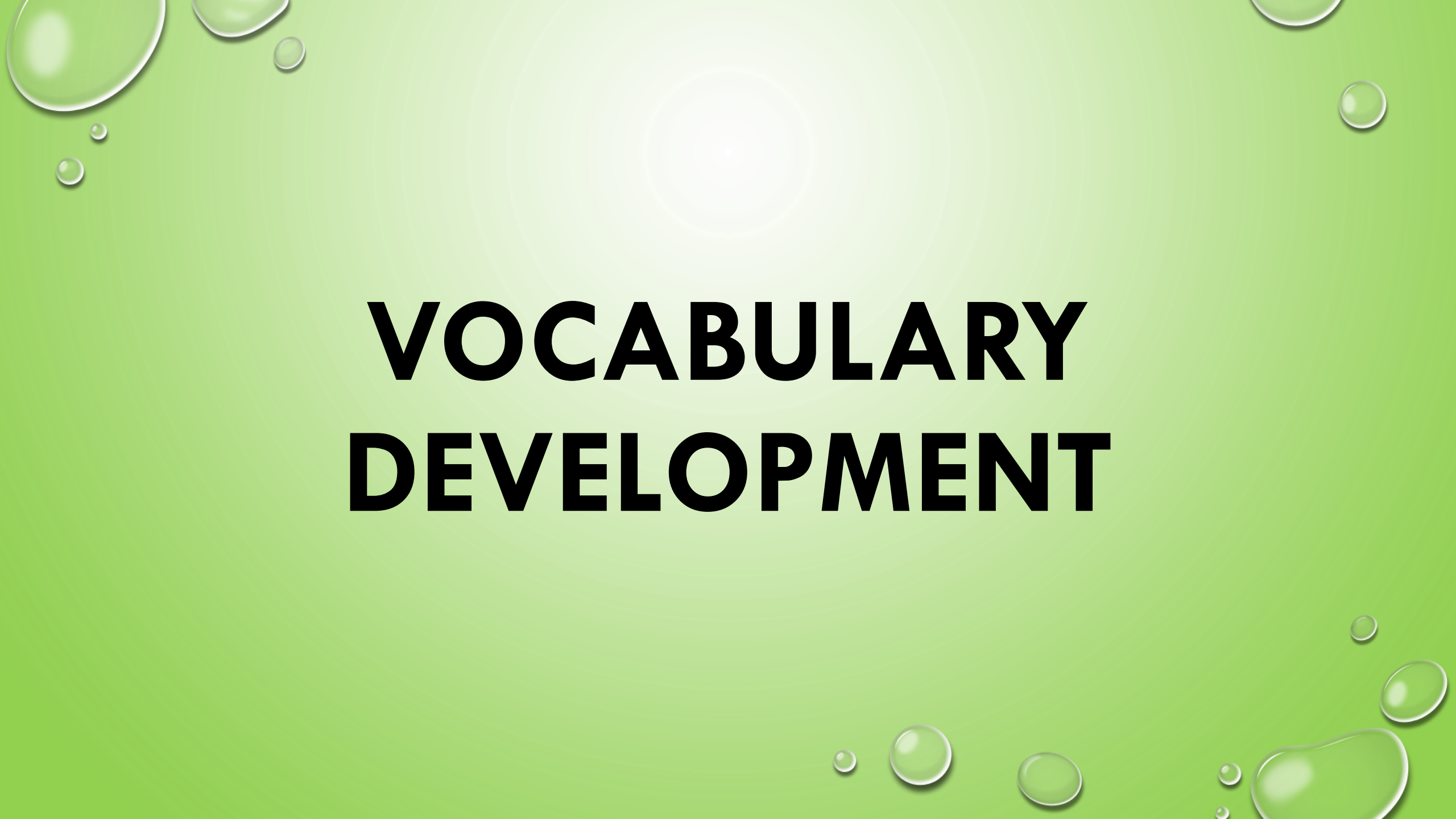
An oral presentation can be more difficult to understand than a text. A good presenter should:

- ✓ introduce the subject and the structure of the talk at the beginning
- ✓ speak clearly
- ✓ explain, rephrase, and clarify new or difficult terms
- ✓ recap and summarize each section of the presentation

PREPARING NOTES FOR A PRESENTATION

It is usually better to give a presentation from notes rather than reading aloud from a text.

- ✓ Make a card for each section of your talk and number the cards in the correct order.
- ✓ Give each card a main heading, e.g. Title, Introduction.
- ✓ Write notes using bullet points or numbers/ letters to remind you of the main points.
- ✓ Write key phrases at the bottom of the card to either summarize that section of your presentation, or to move onto the next section, e.g. 'Let me recap the main points so far.' or 'Now, let's turn to ..,'.
- ✓ Practise your presentation at home. Time yourself and make sure it is the right length.

The background is a light green gradient. In the center, there is a large, faint white circle. Scattered around the edges are several realistic-looking water bubbles of various sizes, some with highlights and shadows, giving them a 3D effect.

VOCABULARY DEVELOPMENT

FORMAL AND INFORMAL VOCABULARY

In academic and professional writing, use more formal vocabulary: For example: single verbs, nouns, etc. rather than phrasal verbs and nouns, e.g. **increase** instead of **go up** If possible, avoid using words and phrases normally used in everyday spoken English. For example: Lectures **commence** at ten o'clock instead of Lectures **begin** at ten.

