ES-E 211

Making Presentations

Being clear, professional and effective

Content and aims
You have been asked to stand up and address a roomful of people at an international conference? You want to stay cool and make a professional impression? Kill two birds with one stone: upgrade your presentation skills at the same time as improving your spoken English. Boost the specialised vocabulary you need when presenting aspects of your work and get practical help with the type of presentation you need to make as an expert in public administration.

Activities include:
• Planning and structuring your talk
• Starting and finishing well
• Useful phrases for presentations
• Getting your message across effectively
• Handling questions and difficult situations
• Presentation technique and visuals

Working method
• You will give several presentations and get detailed feedback on them.
• Learning by doing: 2 days of total immersion in English
• Optional online follow-up
• Individual post-seminar presentation coaching is available on request.

Target group
People who make presentations in English and want to systematically develop the relevant language and communication skills.
If you have previously attended the 3-day version of this seminar, you may want to come and check out its more compact successor for additional practice.
This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers
Sue Norris, M.Ed. B.A.
Mag. Andrea Steiner, B.A.
Time & venue
Length: 2 days
Seminar number: ES-E 211
Date: 1-2 October 2019
Coaching to be arranged individually on request
Venue: Schloss Laudon

Organisation
In the hands of: Ursula Eder
Secretariat: Manuela Mader

Tips
For practice in presenting yourself and your work, come to “Professionally Speaking”.
Do you sometimes write what others will say? Come and get help with writing “Effective Speeches and Speaking Notes”.

About
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