

## Can you make a winning presentation in English?



The skill of making a successful presentation is crucial in business or professional life. Whether introducing your organisation, making a business offer, launching a project, or analysing a report, the challenges and opportunities are the same. For international meetings, the clear and persuasive use of English can make the difference between success or failure.

At Park House we specialise in the methods and practical skills you need for successful presentations. We work with you at the exact level you require – from tailoring your message, through detailed planning and keynote writing to voice projection, word-stress and pronunciation.

You can incorporate this module into your [Park House Leader 1:1 Course](#).



PARK HOUSE TRAINING

### The Park House Presentation Module

#### Session 1 - Planning

- In-depth discussion of your project with your coach.
- Setting clear objectives for the presentation.
- Deciding on the scope and length of the talk plus the level of detail and graphic support needed.

#### Session 2 - Preparation

- Developing an overview of the presentation.
- Creating a logical 'story' with a dynamic narrative flow.
- Using the language of presenting – the key phrases used to announce each topic which create audience expectation – as well as how to satisfy that expectation.
- Selecting and sequencing visuals or graphics.
- Delivering a high-impact summary.

#### Session 3 - Structuring

- Working with your coach on the detailed structure and content of the presentation.
- Understanding which aspects to include and which to leave out.
- Formulating 'at a glance' keynotes which help you to appear spontaneous and relaxed when facing your audience.

#### Session 4 - Activating

- Real-time rehearsals.
- Using your keynotes to speak fluently and naturally without appearing to read from a script.
- Concisely and clearly explaining any accompanying graphs, bullet-points and charts.
- Projecting the voice to communicate persuasively, with stress on any unfamiliar terms, names and numbers.

#### Session 5 - Review

- If necessary, recording and evaluating your performance.
- Any modifications or 'fine-tuning' can be done at this stage.
- Finally, when everything is perfect, you are ready for the real thing!