1. When you say your name in a speech or presentation, how should you say it?1

2. When you finish a speech or presentation, what should you say?1

3. Is using a laser pointer OK? 1

4. Explain the difference between the following. 2

English English

5. Presentation organization8

1. Title slide that includes five parts: \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_.

2. \_\_\_\_\_\_\_\_\_\_\_\_ slide

3. Chapter / section slides

4. “\_\_\_\_\_\_\_\_\_\_\_\_\_\_” slide

5. Q&A slide

6. \_\_\_\_\_\_\_\_\_\_\_\_

6. When you write a title page for a report or a critique, what five things should you include? (Note that these are slightly different than the five things on a title slide.) 5

7. Fill in the blanks in the following presentation script. 7

[*Presentation script*]

Good afternoon, and thank you for coming today. My name is Taro McStudent, and I’m a first-year student in the Department of Interdisciplinary Mathematical Sciences at Meiji University. Today I would like to speak about [topic].

My talk today will include the following parts, and I will answer questions at the end of my talk.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I would like to speak about [part 1]. … 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the reason for [part 2]. … 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [part 2], \_\_\_\_\_\_\_ I would like to speak about [part 3]. … 2

Today, I have spoken about [part 1], [part 2], and [part 3]. … (concluding remarks) …

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 1

8. You need to send your PowerPoint file to Dr. Elwood. What would be a good filename for your presentation about the upcoming Tokyo Olympics?3

9. What are three possible strategies (plans) for organizing an imprompu speech?3

10. Write a plan for an impromptu speech about **cell phones**. 6

1. [*Introduction*] Good afternoon. My name is \_\_\_\_\_\_\_\_\_\_\_, and today \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. [*Conclusion*] Today, I have spoken about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.