Improving Speaking Skills Through Class Presentations

Participant Handout

Developed by Halis Bereket

Key message

Class presentations can become a systematic speaking programme when students are prepared, supported, given a real audience, asked to respond to questions and evaluated with clear criteria.

Presentation types

Individual	Pair	Group
Free speech	Interview	Panel discussion
Informative speech	Debate	Drama
Poem reading	YES/NO competition	Sketch
Picture description		
Independent speaking		
Book review / graduation speech		

Useful presentation language

Function	Useful language
Welcoming	Good morning, everyone. / Thank you for coming.
Introducing the subject	Today I am going to talk about... / The purpose of my presentation is...
Outlining structure	First, I will... Then I will... Finally, I will...
Signposting	Now let us look at... / The next point is... / As you can see in this picture...
Closing	To sum up... / In conclusion... / Thank you for your attention.
Questions	Are there any questions? / I will try to answer your questions now.

Student checklist before presenting

- I know my purpose and main message.
- I have a clear beginning, middle and ending.
- I use key words or notes, not a full text.
- My visuals support my speech.
- I have rehearsed with a time limit.
- I am ready to answer questions.

Teacher checklist

- Start with short speaking tasks before longer presentations.
- Give a proposal form and evaluation criteria in advance.
- Prepare the audience to ask questions.
- Evaluate both presentation and interaction.
- Use feedback to improve the next presentation cycle.