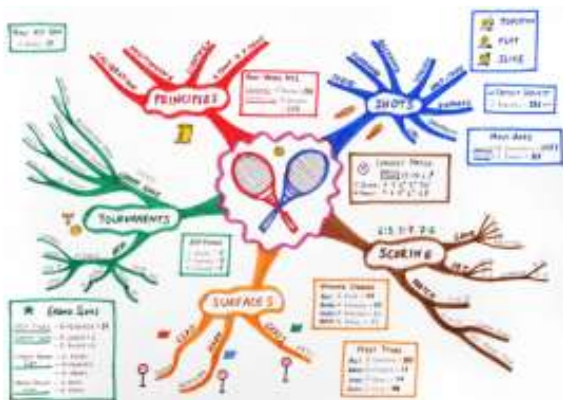


Skill focus

- Arranging ideas for the body of a presentation
- Outlining a presentation

**I. Engage**

Look at the pictures 1-6 and reorder them. What is happening in each picture? Try to tell story with a friend and make notes in the space below.



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

TIP

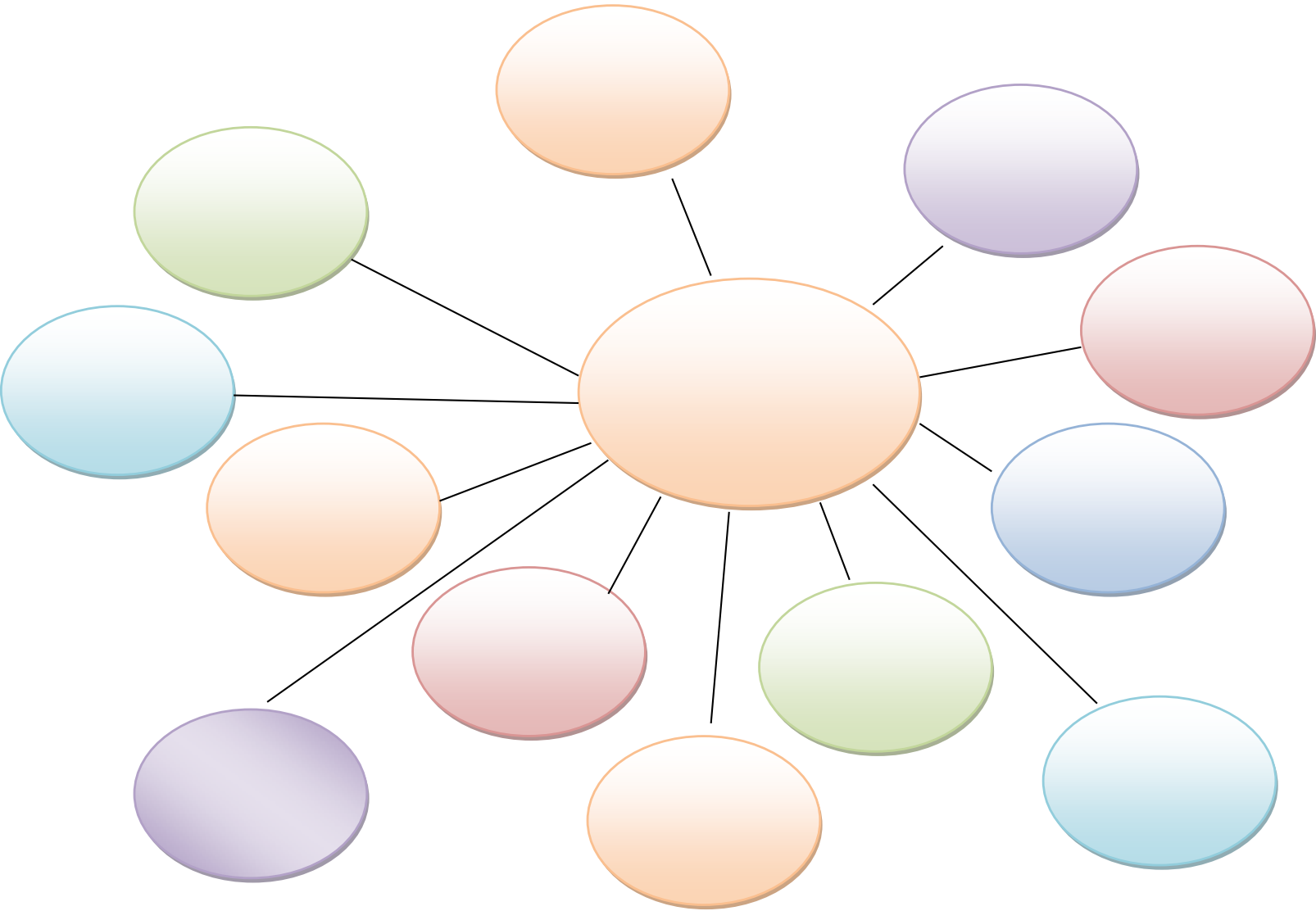
Grouping and organizing information are of great importance for the coherence of your presentation.

II. Study

Task 1



Work with your partners. Imagine that you are planning to give a presentation on *problems that students may face when they leave home to attend university*. Make a list with the bubble diagram



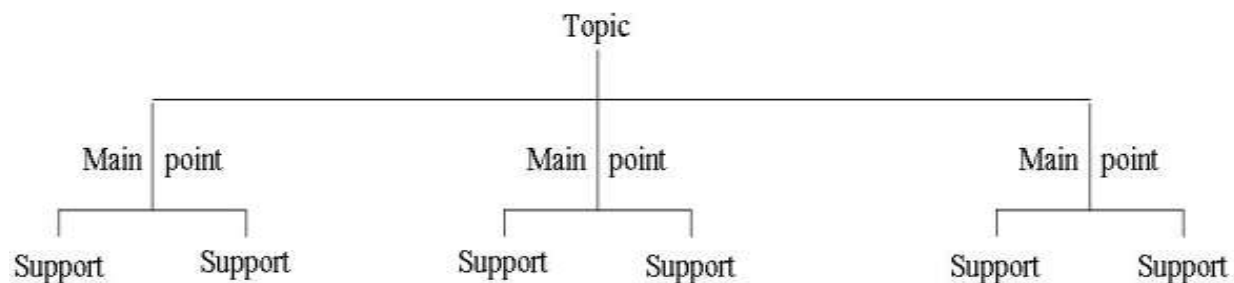


Possible problems for task 1 include the following:

- Nervousness about taking tests
- Disorganized study habits
- Fear of disappointing parents
- Not enough sleep
- Trouble with roommate
- Headaches and stomachaches caused by stress
- Homesickness
- Difficulty in taking class notes
- Not completing assignments on time
- Trouble with alcohol or drugs
- Waiting until the last minute to study for tests
- Difficulties in making friends
- Worries about girlfriends or boyfriends

One way to organize these ideas is to divide the topic into four types of problems: **emotional, social, physical, and educational**. With your partners, make a tree diagram with these main ideas, listing the appropriate problems under each.

Tree diagram sample



Your tree diagram

Topic

main point 1

main point 2

main point 3

main point 4

TIP

It is much easier to make an outline after you have grouped your ideas. An outline helps you to get an overview of your presentation and to see whether you have enough information.

III. Activate

Task 3



With your partners, analyze the way in which ideas are organized in this poster. What is good and what needs improving?

THE EFFECTS OF SOCIAL NETWORK ON TEENAGERS - FACEBOOK

I. Introduction

II. Body

1. Positive effects
 - a. Effects on Psychology
 - b. Good for Education
2. Negative effects
 - a. Psychological effects
 - b. Impact on Education

III. Conclusion

TIP

All main points and sub main points should be organized and listed in a parallel form.

Task 4



1. Work with a partner. Imagine that you intend to make a presentation on *major causes of stress*. Consider the following list of causes, in no particular order:

- Getting a divorce
- Having trouble with the boss
- Losing a lot of money in a bad investment
- Getting tired
- Getting married
- Retiring
- Receiving a promotion

2. What three or four main points could you use to organize these ideas in a presentation?
3. Make a tree diagram below outlining these ideas.
4. Practice speaking from the outline.

Topic

main point 1

main point 2

main point 3

main point 4

Task 5



In groups of three, choose one of the below topics. Then, plan your own presentation base on the following Presentation Planning Sheet.



a famous person



a famous tourist destination in Hanoi



a new movie



a wild animal



a famous invention



a sporting event



how to learn English



giving a good job interview



a perfect trip to Vietnam



a holiday plan



a Vietnamese festival



a new music trend



a healthy life style



a famous market



a new product

Presentation Planning Sheet

Introduction

Topic: _____

Audience: _____

Reasons: _____

Purpose: _____

Main body

Main point 1

Main point 2

Main point 3

```
graph TD; Intro[Introduction] --> MB[Main body]; MB --> MP1[Main point 1]; MP1 --> MP2[Main point 2]; MP2 --> MP3[Main point 3];
```