

## Presenting in English

### Bemerkung:

The trainer is US-native speaker and the seminar language is English.

### Zielgruppe:

Managers and employees who would like to improve their presentation skills in English

### Ziele:

Whether you want to inform, train, persuade or sell – in this seminar you will learn how to use presentations to communicate your message more effectively.

- Structure your presentation to make it easy to follow and understand
- Learn English phrases to guide your listeners through your presentation.
- Practise four simple linguistic techniques to capture and hold your audience's attention.
- Use body language, facial expression and visual aids to maximize the positive impact of your presentation.

Your extra benefit: You can also use many of these skills when giving presentations in German.

### Inhalte:

- Preparing and structuring a presentation
- Linguistic techniques – repetition, tripling, rhetorical questions, short answers
- Use of visual aids: how much and which ones?
- Layout and content of power point slides
- Tailoring your message to your audience
- English phrases for introducing your topic, signposting, summarizing
- Explaining figures, graphs and diagrams
- Communicating with body language and voice
- Intercultural differences in presentations
- Handling questions

### Methoden:

Discussions, brainstorming, group work, individual exercises, role plays, simulations. Each participant will give 3-4 short presentations and receive targeted feedback from the trainer and the other participants.

Participants are asked to bring company data that they can use for a presentation, for example sales figures, company history or product information.

Arbeitstechniken und persönliche Kompetenzen

04.03

### Termin:

29. - 30.10.2012

### Ort:

Bad Nauheim

### Dauer:

2 Tage

### Kosten:

610,00 €

(+ antl.MwSt.) einschl. Einzelzimmer,  
Vollpension, Lehrmittel und Seminargebühr

### Ihr Kontakt:

Frank Neuhaus

Tel.: (06032) 948-750

Fax: (06032) 948-117

E-Mail:

f.neuhaus@bildungshaus-bad-nauheim.de

Bildungshaus Bad Nauheim