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## Ppt vocabulary list 3 answers

Here's a step-by-step guide to tutorials in English. You'll find the terms you need for each step of your presentation. Overview After the opening statement, you can give a brief overview of the presentation. Tell us what the tutorial is about, how long it will take, and how you will handle the questions. For example, a presentation from the sales staff can begin like this: Welcome / Hello everyone. (Opening statement) As you all know, this company is losing market share. But we're being asked to increase sales by 20-25%. How can we increase sales in a shrinking market? (Overview) I'm going to talk to you today about how we can do this. My performance consists of three parts. First, I'm going to look at the market and background. Then I'll talk to you about our new products and how they fit in. Finally, I'm going to look at some sales strategies that will help us increase our sales by 20%. The presentation takes about 20 minutes. At the end of my speech, there will be time for questions. A useful language is the useful language of my presentation in three parts. My performance is divided into three main parts. First, second, third, finally... I'm going to... take a look ... Talk... Explore... I'll tell you something about the background... To get some facts and data... To fill you in on history... focus on... limit the question today... Please interrupt me if you have any questions. There will be time for questions at the end of the lecture. I'd appreciate it if you could ask your questions after the show. Main body of your presentation During a presentation, it's a good idea to remind your audience from time to time why your presentation and ideas are important or relevant. Like I said at the beginning... This will, of course, help (achieve a 20% increase). As you remember, we're worried... That's related to my original statement... This is directly related to the question I asked you earlier... Keep your audience with you Remember what you're saying is new to your audience. You're aware of the structure of your speech, but tell your audience when you're going to move to a new point. You can do this by saying something like right or OK. You can also use the following terms: I now want to move on to ... I'd like to turn to him... That's all I have to say... I'd like to see it now... That brings me to the next point... If you use index cards, a link to the cards will help you remember that your audience stays with you. In addition, if you look at the cards, you pause – it also helps the audience recognize that something is coming back. Expressions to display visualizations It's important to present the image to your audience. You can use the following expressions: This graph shows... Look at this... If you look at this, you'll see... I'd be to look at this ... This table shows the numbers... This graph breaks down the... Give your audience enough time to absorb the information on your visual. Pause to allow them to look at the information and then explain why the visual is important: As you can see ... It clearly shows ... From this we can understand how / why... This area of the table is interesting... Summary: At the end of the presentation, you need to summarize your speech and remind the audience of what you told them: This brings me to the end of my presentation. I've already told you about it... Well, that's all for now. We've already covered... So, that was our marketing strategy. In short, we... In conclusion, I... Turn the end of the tutorial to the opening statement: So I hope that you're a little clearer on how we can achieve sales growth of 20%. Back to the original question, we can reach... So to get around the conversation, I want to go back to the beginning when I asked you... I hope that my lecture today will help me with what I said at the beginning... Manage questions Thank your audience for their attention and ask questions. Thank you for listening - and now, if there are any questions, I would be happy to answer them. I'm going to be at the end of my presentation. Thank you for your attention. I'd be happy to answer all your questions. It's useful to re-word your question as you can check whether you understood the question and then give yourself some time to think about the answer. If you ask the question again, make sure that the rest of the audience understands the question. Thank you, thank you. So would you like to ask for more information about our strategy? That's an interesting question. How are we going to get voluntary redundancies? Thank you for asking. What's our plan for next year? After answering your question, make sure the person you're asking is satisfied with the answer. Is that an answer to your question? Do you understand what I'm saying? I hope this explains the situation for you. I hope that's what you wanted to hear. If you don't know the answer to a question, say you don't know. It's better to admit that you can't figure something out than maybe get it wrong. You can say something like this: That's an interesting question. I don't really know who my head is, but I'll try to re-answer it later. I'm afraid I can't answer that right now. Maybe we'll get back to you later. That's a good question. I really don't know! What do you think? That's a very good question. However, there is no data on this, so I cannot provide an accurate answer. Unfortunately, I'm not the best person to answer that. What do you say when things go wrong during your presentation? Rephras what you said: Let me put it another way. Maybe I can rephras it. In other words, that means... What I'm trying to say is... I don't remember. Word? If it's a difficult word for you – one that you often forget, or one that's hard to pronounce – you need to write it to your index card. Short pause, look down at your business card and say the word. When you're making presentations, don't speak in a flat monotonous tone— it'll bore your audience. With speed and tone changing, you'll be able to keep your audience's attention. Practice emphasizing keywords and pausing in the right places— usually in one sentence between ideas. For example, the first strategy involves getting to know the market (pause) and find out what they want. (pause) Customer surveys (break) and staff training (break) will help. Don't forget - if you talk too fast, you lose the audience! Tutorials quiz level: pre-middle and above Prev &lt; 1 2 3 ... 38 &gt; Next Java games: Cards, matching, concentration, and word search. AB placeholder empty objects on a new slide that takes up space for the type of information you want to insert. powerpointa software that allows you to create professional-looking multimedia presentations. slide show. the slide master controls the formatting of all slides in your presentation. slide sorter is a view that shows thumbnail versions of slides so that you can easily move and arrange slides by dragging. slideshow view that allows you to run the presentstion and review how it will look. a temporary effect that determines how one slide can be removed from the screen and how the next slide appears. background to the base color of the slide. the notes page allows the user to create notes to display each slide. a scroll bar graphic tool that lets you move vertically and horizontally on your presentation slide with your pointer. animationA sound includes the effects and transitions that make the tutorial a real veiving experience with automatic layout menuA menu that is ready/made placeholders for titles, text, and objects such as clip art, graphs, and diagrams bulletsmarks, usually a round or square point, used to emphasize distinguish items from the list edit of the figure, which appears when the text is added to the slide; it has white squares that surround it for editing purposes effectsFormatting features that move text on and off in a single slide sketch view view displays the text on the slide with no other features slide view view displays a single slide and allows the user to place clips, change the backgrounds, edit transitions, effects, and add animations. blank display function that allows you to create a show from from scratch, any layout, format, colors and styles prefer to design templatea pre-designed model that can be applied to one or all background slides in a tutorial hyperlink shortcut that allows you go to the tutorial with another program, a document, a particular slide on a web page Clip Artutal any image image a picture that you added to improve your presentation. You can do this by dragging down the insertion menu, selecting inser image, and then clip art: the picture you want to add to your presentation. the summary slide creates a bulleted list of the title of the selected slides. For you can make a swipe down on the Edit menu, press Select All: and click the Summary Slide button on the Slide Organizer toolbar. A file saved to disk that contains all slides, artist notes, handouts, and so on Presentation: Any item that appears on a slide, such as clip art, text, drawings, charts, sounds, and video clips. Object: A pre-designed model that you can use on one or all background slides in your presentation. Design template A shortcut that allows you to move from your presentation to another program, a specific slide. Reference: A slide format that determines the position of the subject of the slide. Slide layout Displays the page views of the slide, stroke, and notes in a window. Normal view Using more than one media together; text, picture, sound, video, etc. Multimedia: Any image or image you add to improve your presentation. Clip Art: Located at the top of the screen, under the title bar. It contains categories that you can click to provide drop-down menus with more specific related options. Menu bar Contains the buttons for the most basic powerpoint features under the menu bar. A standard toolbar is located just below the standard toolbar, giving you easy access to formatting options. Formatting toolbar i: The formatting at the bottom of the screen appears just above the status bar. Drawing toolbar The first slide in the presentation; the name and address of the rapporteur. Title slide: A Web Part that shows your presentation in a certain way. View the Picture buttons in the left bottom corner of the PowerPoint Web Part window; the buttons allow the user to change the view of the presentation while creating/editing. View buttons buttons

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