

How to Give a Presentation in English

From shaking hands to strong finish

EPISODE 15 • LEVEL B1-B2

Episode summary

- Stage fright is a private storm: your hands feel wild, but the audience sees almost nothing. Reframe the job — you are serving, not performing.
- Three preparation rituals: rehearse out loud standing up three times, memorize only your first sentence, and breathe slowly before you walk in.
- Open with a question, a surprising fact, or a short story — then give the roadmap: three points, not seven.
- Signposting guides the audience and buys you thinking time: “Moving on to my second point,” “That brings me to the results,” “To sum up.”
- Sentence stress makes you sound confident: stress the word that matters most, pause one second before your key point, and let silence be a spotlight.
- Questions: pause, repeat the question, bridge warmly, and never invent an answer — “I will check and follow up tomorrow” builds more trust than a confident lie.

What's inside this PDF

20 key words • the signpost bank • Say It Better upgrades • 3 practice exercises

Key Vocabulary

20 words from this episode — learn them, then use them this week

1. presentation

a talk you give to teach or persuade people.

> She gave a clear presentation about the new plan.

2. rehearse

to practice your talk out loud before the real day.

> Rehearse your opening three times, standing up.

3. signpost

a phrase that shows the audience where you are in your talk.

> “Moving on to my second point” is a perfect signpost.

4. stage fright

the fear and shaking you feel before speaking to a group.

> Even experts feel stage fright. They just hide it well.

5. go blank

when your mind suddenly forgets everything.

> I went blank, so I repeated my last sentence and continued.

6. emphasis

extra force on the important word in a sentence.

> Put the emphasis on the key number: sales grew by thirty percent.

7. hook

an opening line that grabs attention.

> Her hook was a question nobody could ignore.

8. roadmap

the plan of your talk, told up front.

> Give the roadmap: three points, then start.

9. reframe

to see the same situation in a new, calmer way.

> Reframe it: you are serving, not performing.

10. ally

one friendly face in the audience.

> Find your ally and speak to them first.

11. bridge phrase

warm words that give your brain time to think.

> “That is a great question” is a classic bridge phrase.

12. park it

to postpone a question politely.

> Park the off-topic question: “Can we take that after the session?”

13. follow up

to come back with an answer later.

> I will check and follow up tomorrow.

14. momentum

the flow that carries you once you start.

> After the first sentence, momentum carries you.

15. spotlight

focused attention, like a theater light.

> Pause before your key point — silence is a spotlight.

16. contagious

spreading quickly from person to person.

> Calm is contagious. So is panic.

17. lifeboat

something that saves you in trouble.

> The slide title was his lifeboat when he froze.

18. runway

space and time to get ready.

> A bridge phrase gives your brain a runway.

19. wobble

to shake or become unsteady.

> Finish strong even if the middle wobbled.

20. land

in speaking: to deliver a line with impact.

> Pause, stress, land — that is how lines stick.

The Presenter's Toolkit

openings, signposts, stress, questions, recovery

Open with a hook

“What if I told you one small habit could change your mornings?” — a question, a fact, or a story, then the three-point roadmap.

Signpost every move

“Moving on to my second point.” — road signs for the audience, thinking time for you.

Stress and pause

Stress the word that matters most. Pause one second before the key point — silence is a spotlight.

Questions: pause, repeat, bridge

Repeat the question, bridge warmly, never invent an answer.

Recover like a pro

Mind blank? Repeat your last sentence. Tech dead? Keep talking. Finish strong.

Say It Better — 10 upgrades

☐ “Today I am going to talk about my topic.”

☐ “What if I told you one small habit could change your mornings?”

☐ “Sorry for my bad English.”

☐ “Thanks for listening. Let me say that part again, more clearly.”

☐ “Um, so, the next slide, yeah.”

☐ “Moving on to my second point.”

☐ “I am so nervous.”

☐ “I am excited to share this with you today.”

☐ “Any questions?” (to dead silence)

☐ “What questions do you have about the timeline?”

☐ “I don't know” (and freezing)

☐ “Great question. I will check and follow up tomorrow.”

☐ Apologizing five times when tech fails.

☐ “Give me one moment. While this loads, let me tell you why this matters.”

☐ “That is all. Sorry, that is it.”

☐ “Try one signpost in your next meeting, and watch what happens.”

☐ Reading every word off the slides.

☐ Slides carry key words and pictures; you carry the talk.

☐ Memorizing the whole talk word for word.

☐ Memorize the opening, the closing, and the signposts. Speak the rest naturally.

Practice Time

3 exercises — do them today, not “someday”

Exercise 1 — Fill in the blank

Word bank: signpost • rehearse • stage fright • emphasis • hook

1. A _____ is a phrase like “Moving on to my second point” that shows the audience where you are.
2. Do not just think your talk — _____ it out loud, standing up, three times.
3. Even experts feel _____ before a big talk. They just hide it well.
4. Put the _____ on the word that matters most: sales grew by thirty percent.
5. Open with a _____: a question, a surprising fact, or a short story.

Exercise 2 — Say it better

Upgrade each weak presentation habit (answers below):

1. “Today I am going to talk about my topic.” > Say it better:
2. “Sorry for my bad English.” > Say it better:
3. “Any questions?” (to dead silence) > Say it better:

Exercise 3 — Write your opening line

Write one opening line for a presentation about something you love — a question, a surprising fact, or a short story. Then add the roadmap: “Today I will show you three things.” Say it out loud, standing up. That is your first rehearsal.

- A presentation about your favorite food.
- A presentation about your city or town.
- A presentation about a skill you learned.

Answer key

Ex 1: 1 signpost • 2 rehearse • 3 stage fright • 4 emphasis • 5 hook

Ex 2: 1 “What if I told you one small habit could change your mornings?” 2 “Thanks for listening. Let me say that part again, more clearly.” 3 “What questions do you have about the timeline?”