

Exercise walk-through

1.5

Enhancing your Presentation

GAC Computing

You must be able to

- rehearse aloud, standing, and timed
- use signposting to guide listeners
- improve pace and clarity from rehearsal evidence

1

The method

Method — Rehearse as you will present

Zhou reads his presentation aloud while standing and times it. At seven minutes, it is too long. He removes a repeated example instead of speaking faster. He adds **signposting** 提示语: “First, we explain the problem. Next, we compare the two options. To sum up, we recommend the bus route.” These phrases help listeners follow a second-language talk.

2

Practice

Practice 2.1 ■ 1 mark

State why a presentation should be rehearsed aloud.

Solution 2.1

Method: Rehearse as you will present — p.4

Worked steps

- It reveals sentences that are difficult to say and shows the real timing. **B1**

Practice 2.2 ■ 1 mark

Write one signposting phrase suitable for moving to a new point.

Solution 2.2

Worked steps

- “Next, we will consider ...” or “Now we move to ...” **B1**

Practice 2.3 ■ 2 marks

Explain why cutting material can be better than speaking faster when a talk is too long.

Solution 2.3

Method: Rehearse as you will present — p.4

Worked steps

- Fast speech is harder for the audience to understand. **B1**
- Cutting repetition keeps the important message clear. **A1**

3

Exam-style

Exam-style 3.1 ■ 4 marks

A student rehearses only by silently reading their slides. Explain why this may not prepare them well for delivery.

Solution 3.1

Worked steps

- Silent reading does not test speaking pace or breathing. (B1)
- It may hide words or sentences the student cannot say clearly. (A1)
- It does not show whether the talk fits the time limit. (A1)
- Standing and speaking aloud better matches the real presentation. (B1)

Exam-style 3.2 ■ 4 marks

Recommend two changes for a student whose audience says the talk is difficult to follow.

Solution 3.2

Method: Rehearse as you will present — p.4

Worked steps

- Add signposting at each transition. **B1**
- This tells listeners where the talk is going. **A1**
- Rehearse aloud and remove unclear or repeated sentences. **B1**
- A clearer pace and structure make the key ideas easier to follow. **A1**