

1.5 Presentation delivery and rehearsal

Name: _____ Class: _____ Date: _____

Total: 12 marks

KEY WORDS rehearsal 排练 • signposting 提示语 • pace 语速 • audience 听众

Objective

Plan and rehearse a clear presentation delivery for an audience.

You must be able to:

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

1 Worked examples

■ 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

2.1 State why a presentation should be rehearsed aloud. [1]

2.2 Write one signposting phrase suitable for moving to a new point. [1]

2.3 Explain why cutting material can be better than speaking faster when a talk is too long. [2]

3 Exam-style questions

3.1 A student rehearses only by silently reading their slides. Explain why this may not prepare them well for delivery. [4]

3.2 Recommend two changes for a student whose audience says the talk is difficult to follow. [4]

Solutions

2.1

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

2.2

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

2.3

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

3.1

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

3.2

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