

Part A: Listening to talks

Listen to the talks and complete the tables for Mia and Charlie.

	Mia			Charlie		
	good	OK	not great	good	OK	not great
1 spoke clearly						
2 had a good plan						
3 used good phrases						
4 showed pictures						
5 gave interesting information						

Part B: Giving a short talk**1 A checklist for speakers**

Giving a short talk – A checklist for speakers	Tick the boxes ✓
Planning your talk:	
1. Collect ideas and think of good phrases.	
2. Make notes on cards and put numbers on the cards.	
3. Collect pictures and think about how you can show them (poster, computer, ...)	
4. Practise your talk in front of a partner/the mirror.	
While giving your talk:	
5. Wait until it is quiet and look at your audience.	
6. At first, tell your audience what you're going to talk about.	
7. Speak clearly.	
8. Use your notes/cards but don't read out the whole text. Use good phrases.	
9. Point to your pictures when you're talking about them.	
10. Finish your talk: Thank your audience and ask for questions.	

2 Listen to the talks and complete the tables for your partners.

	Partner 1			Partner 2			Partner 3		
	good	OK	not great	good	OK	not great	good	OK	not great
1 spoke clearly									
2 had a good plan									
3 used good phrases									
4 showed pictures									
5 gave interesting information									