Presentation worksheet 1: Plan a clear message

FREE EXTENDED PRACTICE - SEPARATE ANSWERS / MODELS

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Models are examples. Accept other accurate responses. Give feedback on task completion, clarity and suitable language. Extension tasks are unscored unless stated.

1. Model: My audience is the school environment club. I want them to use refillable water bottles at our next event. A suitable answer names a specific audience and one practical purpose.

2. Model: 1. Provide a refill point so visitors can refill bottles. 2. Tell families in advance so they bring bottles. 3. Put labelled bins near food stalls so unavoidable waste is collected correctly.

3. Model: Good morning, everyone. Today I will suggest three ways to reduce plastic at our school event: a refill point, an advance message and clearer bins.

4. Model: Small changes can reduce our event's plastic waste. Please bring a refillable bottle and help us label the bins. Thank you.

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Presentation worksheet 2: Use evidence and simple visuals

FREE EXTENDED PRACTICE - SEPARATE ANSWERS / MODELS

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1. The number of disposable cups fell from 120 in January to 60 in March. That is a decrease of 60 cups, or 50 percent of the January total.

2. B is stronger because the figures show a change without establishing its cause. Event size, attendance or other changes might also matter.

3. Model heading: Fewer disposable cups. Show January 120, February 90, March 60 in three labelled bars. Add a small refillable-bottle image only if it supports the message.

4. Model: These counts show a steady fall across our three events. By March we counted half as many disposable cups as in January. We should check attendance before judging the reason.

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Presentation worksheet 3: Deliver and answer questions

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1. One possible reading: Our plan is SIMPLE / bring a bottle, refill it / and put waste in the correct BIN. Accept different meaningful pauses and emphasis. Punctuation should support the intended list.

2. Model: Two adult volunteers will look after it. They will check the water supply and keep the area clean during the event. Accept other realistic arrangements.

3. Model: I have not checked the cost yet. I will ask the organiser for a quotation and share the confirmed figure before we decide.

4. Model: That is a fair concern. We could send a reminder the day before and keep a small number of reusable cups as a backup.

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Presentation worksheet 4: Present, review and improve

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1. Model cue card: Greeting + reduce plastic / refill / reminders / labelled bins / bring a bottle. Accept notes that preserve the speaker's own purpose and sequence.

2. Feedback should refer to the actual talk. Example: Clear idea: refill bottles. Useful example: a refill point near the entrance. Question: How will visitors find it? Do not award feedback merely for matching a model.

3. Model: I will add a clear location: 'The refill point will be beside the entrance, with a large blue sign.' Accept a specific improvement linked to observed feedback.

4. Model: One thing I can do now is explain my three points in order. Next time I will practise pausing before the final action. Responses should be truthful, specific and achievable.

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