Presentation worksheet 1: Plan a clear message

FREE EXTENDED PRACTICE - STUDENT WORKSHEET

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Name: _____ Date: _____

Prepare a two-minute presentation for classmates or adult learners. Choose a local topic you understand. Use invented names and details if preferred.

1. Choose ONE topic: reducing plastic at a school event; making a village library more useful; or helping new students settle into a class. Name your audience and write one sentence stating what you want them to know or do.

2. Plan three main points. Add one concrete example or reason to each. Keep the points different from one another.

3. Write a friendly opening with a greeting, your topic and a short preview of your points. Do not begin with a long apology.

4. Write a closing that reminds listeners of your main message and asks for one realistic action.

Use an extra sheet for longer writing if needed. Check the separate guide after your attempt.

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Presentation worksheet 2: Use evidence and simple visuals

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The figures below are invented classroom practice data, not research findings. A class counts disposable cups after three events: January 120; February 90; March 60.

1. Write two accurate sentences describing the change. Include the total decrease from January to March.

2. Choose the stronger claim and explain why: A. 'Our new posters definitely caused the whole decrease.' B. 'The count fell, but these figures alone do not tell us why.'

3. Plan one slide or poster. Give it a short heading, the three figures and one useful image or chart idea. Avoid a paragraph of tiny text.

4. Write what you would SAY while showing the visual. Explain the pattern instead of reading every label aloud.

Use an extra sheet for longer writing if needed. Check the separate guide after your attempt.

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Presentation worksheet 3: Deliver and answer questions

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Practise standing or sitting comfortably. Face your listeners and use a pace they can follow. A phone recording is optional.

1. Add / for a useful pause and CAPITALS for two important words: 'Our plan is simple bring a bottle refill it and put waste in the correct bin.' Read it aloud twice.

2. Your listener asks, 'Who will look after the refill point?' Give a direct answer and one practical detail. You may invent a sensible plan.

3. You are asked for a cost you have not checked. Respond honestly and say how you will find out. Do not invent a price.

4. A listener disagrees: 'Visitors will forget their bottles.' Acknowledge the concern and suggest a response without arguing with the person.

Use an extra sheet for longer writing if needed. Check the separate guide after your attempt.

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Presentation worksheet 4: Present, review and improve

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Use your plan to deliver the complete presentation. Your partner listens first and gives feedback afterwards. The aim is clear communication, not memorisation.

1. Make a cue card with your opening, three key words for your main points and your closing action. Use short notes, not the whole script.

2. Deliver your talk for about two minutes. Ask your partner to record one clear idea, one useful example and one question. Write those three pieces of feedback here.

3. Choose one change after feedback: clearer opening, stronger example, slower pace or better answer to a question. Rewrite or note the improved part.

4. Deliver the improved part again. Finish these sentences: 'One thing I can do now is ...' and 'Next time I will practise ...'.

Use an extra sheet for longer writing if needed. Check the separate guide after your attempt.