



Business English Series - Effective Presentation Skills

This one-day workshop is designed to:

- ✓ help participants learn about modern presentations
- ✓ help participants learn from authentic presentations
- ✓ help participants use modern, proactive language
- ✓ help participants to become more effective presenters
- ✓ **empower participants with boosted confidence!**

Teaching Methodology


- ✓ Role-play
- ✓ Discussion
- ✓ Mini-presentation
- ✓ **1:1 consultation time**



Participants will be challenged constantly to be proactive, assertive, creative and engaged!



COURSE CONTENT

		Topic and Sequence	Participants will:
1	30 mins	What is your experience of presentations?	<ul style="list-style-type: none"> • talk about their experiences • discuss good v bad examples • share areas to improve
2	30 mins	How can I become a better presenter?	<ul style="list-style-type: none"> • talk about signposting techniques • discuss how to link ideas • share common expressions
3	30 mins	What language do I need in presentations?	<ul style="list-style-type: none"> • talk about preparation • discuss best practice methods • share modern phrases
4	60 mins	How should I organize my presentation?	<ul style="list-style-type: none"> • talk about linking words • discuss listing and sequencing • share 5 common mistakes
5	30 mins	What's the best way to use slides?	<ul style="list-style-type: none"> • talk about alternatives to PowerPoint • discuss effective visuals • share 3 real-life examples
6	30 mins	Can I watch some real presentations?	<ul style="list-style-type: none"> • talk about 3 DVD presentations • discuss best model approaches • share DVD analysis and feedback
7	60 mins	Can we do some role-plays?	<ul style="list-style-type: none"> • talk about specific role-plays • discuss areas to improve • share ideas about performance
8	60 mins	How do I persuade my audience to agree with me?	<ul style="list-style-type: none"> • talk about 5 logical arguments • discuss 4 persuasive steps • share common mistakes
9	60 mins	Can you tell me about 'body language' in presentations?	<ul style="list-style-type: none"> • talk about 10 key gestures • discuss non-verbal issues • share effective methods for making a powerful impression

*Approx. 6.5 hours of training, excluding lunch and tea-breaks.

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Date & Time: 21st June 2018 (Thursday) 9:30a.m. - 5:30p.m.
Fee/Discount: HK \$1,400 / **HK 1,150*** (*Enjoy early bird discount if register before 31st May 2018*)
Venue: 19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong
Language: English with English handouts
Speaker: **Mr. MATTHEW PAINE, M.Ed (TESOL) - ENGLISH TEACHING PROFESSIONAL**
 Matthew is a corporate Business English trainer based in Hong Kong. He develops, facilitates and leads customized in-house corporate communication English programs for MNCs .

- Earned **Masters Degree in TESOL** (Teaching English as a Second Language) at **Merit Level** from Oxford Brookes University, England in December 2010
- **21 years' experience** in the ESL teaching profession.

About the Trainer

Matthew creates fast-paced training; the only constant is changing perspectives. He has a very distinct training style; open, supportive and performance based. He encourages participants to be flexible and innovative and to take risks. He also creates a positive, proactive learning space which boosts participants' confidence and performance.

Please make cheque payable to "Hong Kong Quality Assurance Agency" and send it together with this form to:
 Hong Kong Quality Assurance Agency, 19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong.
 For enquiry, please contact Mr. Anson Wong at 2202 9395 / 6111 3855 or Ms. Kassie Kei at 2202 9330 / 6050 8153.

【REPLY SLIP】

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Participant 1: _____	(Mr./Ms.) _____	Title: _____			
Tel: _____		E-mail: _____			
Participant 2: _____	(Mr./Ms.) _____	Title: _____			
Tel: _____		E-mail: _____			

*Remarks : 1. All successful registrants will receive a confirmation letter .2. Please note that the above information may be used by HKQAA for processing the application of the seminars, and for any other purposes as stated in the Privacy Policy Statement. You may view the Privacy Policy Statement of HKQAA from its website (www.hkqaa.org/cmsimg/privacy/statement.pdf). 3. HKQAA reserves the right to cancel the course, change the trainer, contents, date, time and / or venue as necessary. 上述資料將被香港品質保證局用於閣下登記研討會之用，以及用於本局在私隱政策聲明中所述之其他用途。如欲了解香港品質保證局的私隱政策聲明，請瀏覽網站 (www.hkqaa.org/cmsimg/privacy/statement.pdf)。 ☐ I do not wish to receive any further information from HKQAA. 本人不欲收取香港品質保證局發送的任何資料 Fax傳真/Email電郵: _____ (Please fax to (852) 2202 9222 or email to unsubscribe@hkqaa.org 請傳真至 (852) 2202 9222 或電郵至 unsubscribe@hkqaa.org) 19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong 香港北角渣華道191號嘉華國際中心19樓 Tel (電話): (852) 2202 9111 Fax (傳真): (852) 2202 9222