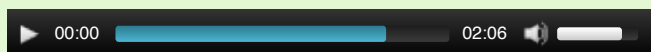


PAST EXPERIENCES. Session 3.- The presentation.



Caso práctico

Read and listen to the situation.



[Script](#)

It's Friday and the girls are very tired. Lourdes seems to be very satisfied with the work they've done:



"Right, it's almost time to go home, and I think we've managed to answer most of the questions in the questionnaire. Let's go through them together. You ask a question and I'll read the answer. We have to be sure everything is correct before sending it to Mr Parker."

"Question number 1: Can you briefly describe your education / work background?" "We used to go to school together. When we were 6 years old we started going to primary school. At 11, we went to secondary school. Later, we decided to go to our local college for vocational training to study Administrative Management. We don't have much work experience, but we are ready to work hard and we learn quickly."

"Question number 2: Can you describe your experience learning English? When did you start learning it? Where did you learn it? Do you like it?"

"We both started when we were six years old and we were at primary school. We have been learning English for many years, mainly at school, but we feel we still need to improve our listening and speaking skills. We love learning English. That's one of the reasons why we decided to do our internship in the UK."

"Question number 3: Who told you about us?" "Our friend Gema, of course. She's working here too."

"Question number 4: Why did you decide to do your training in the UK?" "She told us how much she was learning and how happy she was to be here. She encouraged us to come here and do our internship at British Corporation."

Susana is very happy to have finished with the questionnaire 🍌 as well.

"Now we just need to prepare the presentation using these ideas. I 🍌 guess that's going to be a little more difficult... we might need some 🍌 advice."



Think about it

Write in the forum:

Read questions number 1 and 2 and briefly write your own answers in the forum.

1.- What to say.



Citas Para Pensar



"Experience is not what happens to you. It is what you do with what happens to you."

Aldous Huxley



Caso práctico

It's Tuesday and Susana and Lourdes are ready to give their presentation... or are they? Susana is quite worried and asks Mr Parker for advice. Mr Parker gives Susana some general 🗨️ tips for a 🗨️ stand-up presentation (one person talking to an audience).

- ✓ First of all, you need to find out about the 🗨️ audience: how many people there will be, who they are, and how much they know about the subject.
- ✓ Also, find out about the 🗨️ venue and the facilities: the room, the seating plan, the equipment.
- ✓ Plan the 🗨️ content and the 🗨️ structure, but don't write the complete text of the presentation.
- ✓ Prepare 🗨️ visual aids: pictures, diagrams, etc.
- ✓ 🗨️ Rehearse your presentation with friends or colleagues.
- ✓ Start on time. Don't wait for 🗨️ latecomers.
- ✓ 🗨️ Make eye contact: look at each person in the audience for about a second. Don't concentrate on just one or two people.
- ✓ Don't speak to the equipment or the screen. 🗨️ Face the audience at all times.
- ✓ Speak loudly and clearly. Sound confident. If you make an mistake, correct it, and continue. You don't need to make excuses.

"Sound confident", thinks Susana. "🗨️ Easier said than done."



Think about it

Write in the forum:

Which of these tips do you find useful / useless? Can you think of other pieces of advice you would like to share with your partners?

1.1.- Working too much?

The term 'workaholic' was coined in the 1960s to describe the condition of working too much and finding it difficult to stop... in other words - addiction to work. People who are addicted to work are always in denial, when it comes to recognizing and accepting that they have a problem. They do not see the warning signs in themselves and, sometimes, not even in others. Read on to find out whether you or someone you love is a workaholic.



Home = Office.

Your personal room is no different from your room or cubicle at the office, with the huge mug of black coffee to help you stay up late. When out of the office, you stare at the cell phone, PDA (Personal Digital Assistant), laptop, and use WiFi so you are always in touch with work.

No Delegation.

You are the kind of person who never allows other people to even staple the papers that you worked on, typed out, got printed and compiled. You prefer to do that yourself.

Office Happy.

Many people, who are spiraling towards workaholic behaviour, are happy, relaxed, or at peace with themselves only when they are at their cubicle, behind the computer. The moment they step home, they become cranky, irritable, and frustrated.

Overtime.

When struggling to make ends meet, working overtime at every opportunity is totally understandable. These are difficult situations. However, some people who overwork may have a severe need to be perfect and feel that no one else can do the job as well as they can. Sometimes a workaholic may fear losing a job, so he/she puts in the extra effort to ensure job security. Culturally, we tend to honour hard work, and most people feel that it pays off. But in the end, if it replaces the more important things in life, like relationships, you end up with less.

Think about it...

- ✓ Do you work at home during evenings, weekends, or holidays?
- ✓ Do you regularly work more than 40 hours a week?
- ✓ Do you work or read during meals?
- ✓ Have your family or friends complained consistently about your long hours?
- ✓ Do you fear that you will lose your job or fail if you don't work extra hours?
- ✓ Do you work or talk about work more than family or anything else?

If you find yourself saying "yes" to several of these it's time for a change!

Adapted from:

<http://lifestyle.iloveindia.com/lounge/warning-signs-for-workaholics-6978.html>

http://findarticles.com/p/articles/mi_qa5359/is_200707/ai_n21291805/

<http://socyberty.com/work/the-workaholic-life/>




A step ahead

Listen to the recording and read the programme script.

[6-Minute English Workaholicism.](#)

 [6-Minute English Workaholism Script](#) (0.05 MB)

Now you are ready to take this quiz.

 [Workaholism Quiz](#) (0.03 MB)

2.- How to say it: Past continuous.



Think about it

Read the following sentences carefully. What is the difference between them?

- ✔ *When he arrived, we had lunch.*
- ✔ *When he arrived, we were having lunch.*

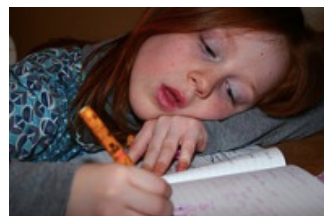
Mostrar retroalimentación

As you may have observed, in the first sentence, they had lunch after he arrived (they were waiting for him).

In the second sentence, when he arrived they were in the middle of lunch.

Let's study the following situation. Yesterday Susana and Lourdes had to work. They began at 9 o'clock and finished at 2. So, at 10 o'clock they were working.

- ✔ *I / he / she / it **was doing their homework.***
- ✔ *we / you / they **were working.***



Negative Form:

Subject + WERE / WAS (NOT) + Main Verb.

- ✔ *I **wasn't doing anything.***
- ✔ *They **weren't playing football, they were playing tennis.***

Interrogative Form:

WAS / WERE + Subject + Main Verb?

- ✔ ***Was he reading?***
- ✔ ***Were you studying when I phoned you last night?***

I was doing something means that I was in the middle of doing something at a certain time. The action or situation had already started before this time, but had not finished.

- ✔ ***This time last year I was living in London.***
- ✔ ***What were you doing at 11 o'clock last night?***
- ✔ ***I waved to Mr Parker, but he wasn't looking.***

Compare the past continuous (I was doing) and the past simple (I did):

- ✔ ***I was walking home when I met him. (in the middle of an action)***
- ✔ ***I walked home last night. (completely)***

We often use the past simple and the past continuous together to say that something happened in the middle of something else:

- ✔ ***I was having a shower when the phone rang.***
- ✔ ***It started to rain when we were having dinner.***

When you use the past continuous with two actions in the same sentence, it expresses the idea that both actions were happening at the same time. The actions are parallel:

- ✔ *I **was studying** while he was **making** lunch.*
- ✔ *While Joanne **was reading**, her husband was **watching** television.*

Remember that there are some verbs that **can't be used in the continuous form** in English. Here's a short list:

- ✔ *believe, hear, see, understand, want, like.*



Ejercicio Resuelto

Click to read the Spanish translation.

Mostrar retroalimentación

- ✔ Usamos el pasado continuo para hablar sobre una acción no terminada en un punto del pasado.
- ✔ El pasado continuo se utiliza a veces en combinación con el pasado simple: mientras que una acción está ocurriendo, otra acción ocurre.
- ✔ También podemos utilizar el pasado continuo con dos acciones que ocurren en paralelo.
- ✔ Algunos verbos no se pueden utilizar en los tiempos continuos en inglés.

2.1.- Used to/Would.



Think about it

Read the sentences. Do you notice a difference?

- ✓ *When I was a child, I used to go to school every day.*
- ✓ *When I was a child, I went to Italy three times with my parents.*

Mostrar retroalimentación

In the first sentence we are talking about an action that happened every day. It was a routine in the past.

In the second, it's an action that happened in the past too, but it wasn't a routine: it just happened three times.

The **PAST SIMPLE**, **WOULD** + infinitive, and **USED TO** + infinitive are all possible ways to talk about the past.

You can use **WOULD** to talk about regular or repeated past actions. It sometimes suggests a feeling of nostalgia so it is often used to talk about personal memories.

- ✓ *Every day my friends and I would play after school.*
- ✓ *I would go cycling to school every day.*



You rarely use **WOULD** with this meaning in the negative or question form.

You can use **USED TO** like **WOULD** for regular or repeated past actions, and also for past states or situations. You can use **USED TO** in negative forms and in question forms.

- ✓ *Children didn't use to have mobile phones.*
- ✓ *Did you use to like going to school?*



Ejercicio Resuelto

Click to read the Spanish translation.

Mostrar retroalimentación

Podemos utilizar el pasado simple, USED TO y WOULD para hablar de hábitos del pasado.

WOULD se puede usar para expresar acciones regulares o repetidas. Normalmente no se utiliza en forma negativa o interrogativa.

USED TO se utiliza igual que WOULD y además se usa para hablar de estados o situaciones del pasado. Se puede utilizar en forma negativa o interrogativa.



Think about it

Look at the sentences below; they are all in the past simple. Read them and discuss these questions.

1. Which sentences could be changed to would + verb?
2. Which sentences could be changed to used to + verb?
3. What does this tell you about how to use these two structures?

- ✓ I believed in ghosts.
- ✓ I was afraid of spiders.
- ✓ I had long hair.
- ✓ I started learning English.
- ✓ I went to school every day.
- ✓ I didn't like fish.

Mostrar retroalimentación

- ✓ I believed in ghosts. / I used to believe in ghosts.
- ✓ I was afraid of spiders. / I used to be afraid of spiders.
- ✓ I had long hair. / I used to have long hair.
- ✓ I started learning English when I was 6.
- ✓ I went to school every day. / I used to go to school every day. / I would go to school every day.
- ✓ I didn't like fish. / I didn't use to like fish.

WOULD and **USED TO** + infinitive are used to talk about **regular or repeated** actions in the past. **USED TO** is also used to talk about **past states**. However, if something happened **only once**, we use the **Past Simple**.



Think about it

Give your opinion in the forum:

- ✔ Where did you use to go to school? How did you get there?
- ✔ Do you remember any of your teachers? Were there any you particularly liked or disliked?
- ✔ Did you do anything naughty? Were you caught and punished?
- ✔ What did you use to do before of after school or during the breaks?

2.2.- Revision of grammar.



A piece of advice

Why don't we revise some of the main grammar points we've seen in this unit? Take a look at the following presentation. You might find it interesting.

Revision of grammar

REVISION OF GRAMMAR

- PREPOSITIONS OF TIME AND PLACE**
- PAST SIMPLE AND PAST CONTINUOUS**
- USED TO AND WOULD**
- QUESTIONS WITH AND WITHOUT AUXILIARIES**

00:00 01:00

[Download presentation](#)

[Text summary](#)

2.3.- Pronunciation 1 (vowels).

There are 12 English vowel sounds! And just 5 in Spanish, so there MUST be a difference.

As you can see, English has got long and short vowels. Whenever you see this symbol :, it means the vowel is long and you have to make sure you produce a long sound.



Vowels

sound	key word	most usual spelling
ɪ	fish	i
i:	tree	ee, ea, e
æ	cat	a
a:	car	ar, al, a
ɒ	dog	o
ɔ:	horse	or, al, aw
ʊ	bull	u, oo
u:	two	oo, ew, u
ɜ:	girl	ir, ur, er
e	ten	e
ʌ	up	u
ə	computer	many different spellings but always unstressed.



You should know

Visit the following websites, watch the videos and repeat the sounds.



[Pronunciation exercise: Vowels](#) Text summary



A step ahead

Would you like to practise the vowel sounds? You can visit the following websites, click on the pictures, listen to the words and the sounds, and repeat.



[Vowels](#) Text summary

2.4.- Pronunciation 2 (diphthongs).

There are eight diphthongs in English and one of them is very uncommon.


Diphthongs

sound	key word	most usual spelling
eɪ	train	a, ai, ay,
əʊ	phone	o, oa
aɪ	bike	i, y, igh
aʊ	owl	ou, ow
ɔɪ	boy	oi, oy
ɪə	ear	eer, ere, ear
eə	chair	air, are
ʊə	tourist	A very uncommon sound.



A step ahead

Would you like to practise the vowel sounds? You can visit the following websites, click on the pictures, listen to the words and the sounds, and repeat.

 [Diphthongs](#) [Text summary](#)

2.5.- Pronunciation 3 (consonants).

And now let's take a look at the consonant sounds. There are 24 English consonant sounds.

Consonants.


sound	key word	most usual spelling
p	paper	p, pp
b	book	b, bb
k	key	c, k, ckc, k, ck
g	glue	g, gg
f	flower	f, ph, ff
v	vase	v
t	tea	t, tt
d	desk	d, dd
s	snake	s, ss
z	zero	z, s
ʃ	shop	sh, ti(+vowel)
ʒ	television	(an uncommon sound) si, ge
θ	thumb	th
ð	mother	th
tʃ	chair	ch, tch, t(+ure)
dʒ	jazz	j, dge
l	left	l, ll
r	right	r, rr
w	work	w, wh
j	yes	y, before u
m	map	m, mm
n	nine	n, nn
ŋ	sing	ng
h	house	h





A step ahead

Would you like to practise the consonant sounds? You can visit the following websites, click on the pictures, listen to the words and the sounds, and repeat.

 [Consonants](#) [Text summary](#)

 [More consonants](#) [Text summary](#)

Visit the following websites, watch the videos and repeat the sounds.

 [Pronunciation exercise: Consonants 1](#) [Text summary](#)

2.6.- Now put it into practice.

Are you ready to test what you have learned? Let's give it a go.



Autoevaluación

Put the verb into the correct form, past continuous or past simple. Use contractions where possible.

1. When the post man _____ (arrive), I _____ (have a shower).
2. While my sister _____ (study), my boyfriend _____ (make) some muffins.
3. I _____ (go) to the dentist 3 days ago because I _____ (have) a terrible toothache.
4. Ryan _____ (arrive) at Kara's house a little before 10 o'clock, but she _____ (not/be) there. She _____ (study) for her final exam.
5. When I _____ (be) 8, I _____ (eat) cookies every evening.
6. He _____ (miss) the bus because he _____ (talk) with some friends.
7. The burglars _____ (come) into the house while the man _____ (sleep).
8. I _____ (drink) a glass of orange juice at ten. I'm not thirsty now.
9. When I _____ (walk) into the busy office, the secretary _____ (talk) on the phone, several clerks _____ (work) at their desks, and two managers _____ (discuss) methods to improve customer service.
10. _____ (you write) the composition last Monday?
11. My grandfather _____ (not/be) at home when he _____ (fall) down the stairs.
12. The children _____ (play) in their room when their mother _____ (call) them.
13. I _____ (not/understand) what they _____ (talk) about.
14. Rachel _____ (live) in London for more than two years. In fact, she _____ (live) there when I met her.
15. When it _____ (start) to rain, our cat _____ (want) to come inside.

Enviar

1. When the post man **arrived**, I **was having a shower**.
2. While my sister **was studying**, my boyfriend **was making** some muffins.
3. I **went** to the dentist 3 days ago because I **had** a terrible toothache.
4. Ryan **arrived** at Kara's house a little before 10 o'clock, but she **wasn't** there. She **was studying** for her final exam.
5. When I **was** 8, I **ate** cookies every evening.
6. He **missed** the bus because he **was talking** with some friends.
7. The burglars **came** into the house while the man **was sleeping**.
8. I **drank** a glass of orange juice at ten. I'm not thirsty now.
9. When I **walked** into the busy office, the secretary **was talking** on the phone, several

clerks **were working** at their desks, and two managers **were discussing** methods to improve customer service.

10. **Did you write** the composition last Monday?
11. My grandfather **wasn't** at home when he **fell** down the stairs.
12. The children **were playing** in their room when their mother **called** them.
13. I **didn't understand** what they **were talking** about.
14. Rachel **lived** in London for more than two years. In fact, she **was living** there when I met her.
15. When it **started** to rain, our cat **wanted** to come inside.



Autoevaluación

Choose the correct answer to complete the sentence.



The children _____ often help me make a cake. They still do sometimes.

- Used to.
- Would.
- Either used to / would.

Not really.

Are you sure?

That's fantastic!

Solución

1. Incorrecto
2. Incorrecto
3. Opción correcta

You _____ like him... Yes, but now I hate him!

- Used to.
- Would.

- Either used to / would.

That's great!

Are you sure?

Try again.

Solución

1. Opción correcta
2. Incorrecto
3. Incorrecto

I remember we _____ go camping every summer when I was a child.

- Used to.
- Would.
- Either used to / would.

Not exactly.

Try again.

Excellent!

Solución

1. Incorrecto
2. Incorrecto
3. Opción correcta

He _____ be a very good footballer, until he broke his ankle.

- Used to.
- Would.
- Either used to / would.

You are doing great!

Try again.

Not exactly.

Solución

1. Opción correcta
2. Incorrecto
3. Incorrecto

When we were children, we _____ on holiday to France twice.

- Went.
- Used to go.
- Would go.

Fantastic!

Try again.

Are you sure?

Solución

1. Opción correcta
2. Incorrecto
3. Incorrecto



A step ahead

If you want more information and practice on the structure **used to** and **didn't use to**, check out the following website. You can listen to the programme and do the exercises.

[Grammar challenge: Used to](#)

3.- Words you need: Visual aids.

When giving a presentation, you might need some of these visual aids:

Visual aids

Visual aids	Recursos audiovisuales
Flipchart.	Rotafolio.
Bullet points.	Viñetas.
Screen.	Pantalla.
Projector.	Proyector.
Computer screen.	Pantalla del ordenador.
Slide presentation.	Presentación en diapositivas.
Whiteboard.	Pizarra blanca.
Blackboard.	Pizarra.
Overhead projector.	Retroproyector.
Transparency.	Transparencia.
Handouts.	Fotocopias.



Think about it

Give your opinion in the forum:

What are the advantages and disadvantages of using different types of equipment? What potential problems can you think of? Have you ever used any visual aids while giving a talk? Did you have any problems?

3.1.- Oral presentations: Key phrases.

Susana is still nervous and Mr Parker tells her about some interesting words and phrases she can use during her presentation:



Oral presentations

Topic	Phrases
To introduce your presentation.	My name's Susana Moreno and I work for British Corporation / I am an intern at British Corporation. My talk is called "Who we are".
To outline what you are going to talk about.	There are three main topics I want to talk about today...
To structure your presentation.	<p>"Ok. To begin with, let's look at the first topic I would like to talk about today...</p> <p>But I'm digressing: let's get back to the topic itself...</p> <p>That's all I have time for on the subject of personal background.</p> <p>Let's move on to the second topic...</p> <p>Time is moving on, so let's turn to the third topic...</p>
To finish your presentation.	<p>"Let's sum up. Firstly, we looked at..., secondly, at ... and last, but not least, at...</p> <p>From my point of view, it has been a very enriching experience to give this presentation so that you can get to know me a little better.</p> <p>That brings me to the end of my presentation.</p> <p>I'm afraid we've run out of time.</p> <p>I think that's a good place to stop. Thank you for listening.</p>
To deal with questions.	<p>If you have any questions I'll be very happy to answer them at the end of the presentation.</p> <p>Are there any questions?</p>

How can you have a good rapport with the audience?

Experts say that you can gain the audience's attention in a presentation by:

- ✓ Telling a joke or an anecdote (a story, maybe a personal one).
- ✓ Mentioning a really surprising fact or statistic.
- ✓ Asking a question.



Think about it

Can you think of better ways to say the following? Read the following sentences and try to think of the correct way to replace the expressions in bold.

- ✓ Ok. **For begin**, let we look **for** the first topic I would like to talk about today.
- ✓ But **I'm a digression**: let's get back **on** the topic itself.
- ✓ That's all **I'm having time for** on this topic. Let's **moving on** to our next subject.
- ✓ **Time is moved on**, so let's **turn up to** our final topic.

Mostrar retroalimentación

- ✓ Ok. **To begin with**, let's look **at** the first topic I would like to talk about today.
- ✓ But **I'm digressing**: let's get back **to** the topic itself
- ✓ That's all **I have time for** on this topic. Let's **move on** to our next subject.
- ✓ **Time is moving on**, so let's **turn to** our final topic.

4.- A step ahead.

Let's revise what we've learned in this unit. Check out the following websites:



- ✓ Extra **listening exercises**.

[Business Language to go.](#)

- ✓ A **past tenses** quiz.

[In the past.](#)

- ✓ Can you remember the **three different ways to pronounce the 'ed' ending of regular verbs in the simple past** tense? Listen to the programme and then do the exercises.

[Grammar challenge: Ed endings.](#)

- ✓ **Time prepositions** can be tricky. If you need more practice, visit this website. Listen to the programme and then do the exercises.

[Grammar challenge: Time prepositions.](#)

- ✓ If you are unsure about how to pronounce a word. Take a look at this **online pronouncing dictionary**.

[Pronouncing dictionary.](#)

- ✓ More exercises on **office supplies** vocabulary.

[Office supplies.](#)

- ✓ For more useful language and vocabulary to **give a good presentation**.












[Presentation Challenge: Language.](#)

- ✓ A very interesting quiz about **presentations**.

[Presentation Challenge: Quiz.](#)

Appendix.- Licences of resources.

Licences of resources used in session 3. "The presentation".

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
	By: Blip ou Bruno Veloso. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/blip/4244315550/		By: Janne Moren. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/jannem/356981210/
	By: Anthony Kelly. License: CC by 2.0. From: http://www.flickr.com/photos/62337512@N00/2615993927/		By: chrisinplymouth. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/chrisinplymouth/4279510562/
	By: Morgen Bell. License: CC by-nc 2.0. From: http://www.flickr.com/photos/mrvelocipede/184567611/		By: Darwin Bell. License: CC by-nc 2.0. From: http://www.flickr.com/photos/darwinbell/155183682/
	By: Pinot & Dita. License: CC by-nc 2.0. From: http://www.flickr.com/photos/pinodita/2452003018/		By: Timothy Valentin. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/el_ramon/4850007073/
	By: smannion. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/smansion/2949488842/		By: Michael Negus. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/mikenegus/4504499613/
	By: Marie Richie. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/sillydog/13664307/		