

PRESENTACIONES EN INGLÉS PARA DIRECTIVOS

NIVEL:

Empleados públicos pertenecientes a cuerpos y escalas del subgrupo A1 y personal laboral fijo asimilado, cuyos puestos de trabajo requieran impliquen la realización de presentaciones en inglés y posean un conocimiento intermedio-alto de la lengua inglesa.

FECHA:

Del 22 al 26 de octubre de 2012.

LUGAR DE CELEBRACIÓN DEL CURSO

Instituto Nacional de Administración Pública. C./ Atocha 106, Madrid. Aula 1.5

HORARIO:

De 16:00 a 20:00 horas.

PROGRAMA:

Sesión 1 Let's get started (Para empezar...)

Topics (Temas):

Welcoming your audience, Introducing yourself and the topic.

Grammar (Gramática):

Structuring a presentation, prepositions, linking words, would like + infinitive, going to + infinitive, will + infinitive, will be + verb – ing.

Vocabulary (Vocabulario):

Rhetorical questions, Interesting facts, Opening expressions.

Listening (Actividad de comprensión auditiva):

The project manager of a construction company is giving a presentation to his colleagues.

Extras (Material adicional): The ways of introducing yourself. Videos from ProFile 2 (Interview with Benedikte Demesteere about communication, Interview with Sam Henderson about negotiation).

Speaking (Conversación):

How do you prepare your presentations?

Sesión 2 Today's topic is...(El tema de hoy es...)

Topics (Temas):

Dealing with nervousness, Body language, Tips on presenting to an English – speaking audience, The rule of six.

Grammar (Gramática):

Expressions with 'as', Revision of grammar tenses.

Vocabulary (Vocabulario):

Signposting, Emphasizing important points, Moving to the next point, Indicating the end of a section, Referring back, Summarizing a point.

Listening (Actividad de comprensión auditiva):

1. An expert is talking about the Traffic Support Centre in her city.
2. A manager is updating her group on some problems they have been having with one of the company's product lines.

Extras (Material adicional):

Psychological aspects of presentations. Text from International Express 2 about body language.

Speaking (Conversación):

How do you deal with nervousness before or during presentation?

Sesión 3 My next slide shows...(En mi siguiente diapositiva...)

Topics (Temas):

Presentation tools, Using approximate numbers, Creating and presenting visuals effectively

Grammar Gramática):

Using 'what', Adverb + adjective construction, Saying the numbers.

Vocabulary (Vocabulario):

Making contrasts, describing results

Listening (Actividad de comprensión auditiva):

Complete the slides.

Extras (Material adicional):

Product presentation. Videos from Pro File 2 (Interview with Laura Crift about marketing, Interview with Mohammad Chowdhury about competition, Interview with Matthew La Fevre about market research)

Speaking (Conversación):

What kind of tools and visuals are the most effective?

Sesión 4 As you can see from this graph...(Como pueden ver en este gráfico)

Topics (Temas):

Describing graphs and charts, Interpreting visuals, Tips for describing trends

Grammar (Gramática):

Present perfect y past simple, adjectives + nouns, adverbs + verbs, prepositions

Vocabulary (Vocabulario):

Explaining a visual, highlighting information

Listening (Actividad de comprensión auditiva):

Describing the graphs

Extras (Material adicional):

Company presentation. Videos from Pro File 2 (Interview with Tony Portus about innovation, Interview with Julian Sharples about import- export)

Speaking (Conversación):

The worst presentation you've ever seen.

Sesión 5 To sum up...(Para concluir...)

Topics (Temas):

Concluding a presentation, Handling the question and answer session

Grammar (Gramática):

Direct and indirect questions

Vocabulary (Vocabulario):

Signaling the end of the presentation, Summarizing the main points, Recommending or suggesting something

Listening (Actividad de comprensión auditiva):

Conclusions of the presentations

Extras (Material adicional):

Videos from Pro File 2 (Interview with Annabel Dunstan about ethics)

Speaking (Conversación):

Final project of the course: Students' presentations.