

WORKSHEET 2

UNIT6, LEADERS BORN OR MADE, BOOK 2

16. You **volunteer for the local town council**. The **head of community affairs** is trying to find ways to **improve deprived neighbourhoods in your town**. He/She has asked you to write a **proposal** **suggesting how this can be achieved**. Write **what kind of improvements could be implemented in each area and outline the benefits for the residents** in it. Write a proposal (130-180 words) and submit it to the town council.

Write your proposal on the common goggle doc:

<https://docs.google.com/document/d/1bM3VQ9SdTiVd2SBDh644Jew-BqYL0hXrhR7TQwn7UsY/edit?usp=sharing>

and after you receive feedback post it on the following padlet:

<https://padlet.com/thanospapadopoulos2020/h76l2g6f65d52olq>

Understanding the topic

1. What is the **purpose** of your proposal?

To suggest ways to improve deprived neighbourhoods

2. **Who** is the proposal submitted **by**?

A volunteer for the local town council.

3. Who is the **target reader**?

The head of the community affairs, and eventually, the local town council.

4. What **register** will you use?

Formal

5. **How many paragraphs** should you write?

5 paragraphs (Introduction, Stating the problems, Presenting solutions, Mentioning expected outcomes, Conclusion)

6. What **information** should you include?

Concrete information with specific examples and clear suggestions

Proposal report paragraph plan:

Beginning:

To:

From:

Subject:

Date:

Introducton (prg 1):

State the purpose and content of the proposal

(The purpose/aim/intention of this report is to discuss/present...)

Main body (prg 2-4):

State problems in **separate paragraphs** together with suggestions/solutions, expected outcomes/impact

(first, first of all, secondly, moreover, in addition, also additionally, apart from that..,

one way of solving the problem..., a good idea would be to..., measures should be taken..., the situation could be improved by...,

therefore, as a result, in this case, this means that, consequently, in this way)

Conclusion (prg 5):

Summarise your suggestions

(In conclusion, To conclude,...)

Further Practice:

□ You are eager to perform **community service** in order to **help homeless people**. Write a **proposal** (130-180 words) to the **town council suggesting ways to help deal with the problem referring to the expected outcomes**.

Write your proposal on the common goggle doc:

<https://docs.google.com/document/d/1bM3VQ9SdTiVd2SBDh644Jew-BqYL0hXrhR7TQwn7UsY/edit?usp=sharing>

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USEFUL RESOURCES:

<https://www.coalitionforthehomeless.org/about-cfh/>

<https://www.treehugger.com/ways-you-can-help-the-homeless-4868830>

Some ideas:

- Build shelters for homeless people
- Engage doctors and psychologists
- Make an appeal for volunteers
- Create lists for donations (money, clothes, furniture etc.)
- Organize a homelessness prevention programme
- Hire homeless people to work for the community

□ The **schools** in your area are organizing an **annual conference event** about “**Citizenship: a gateway to an inclusive society**”. Write a **speech** to be delivered during the conference in order to **persuade your classmates to get actively involved in the community**.

Write your speech on the common goggle doc:

<https://docs.google.com/document/d/1bM3VQ9SdTiVd2SBDh644Jew-BqYL0hXrhR7TQwn7UsY/edit?usp=sharing>

and after you receive feedback post it on the following padlet:

<https://padlet.com/thanospapadopoulos2020/h76l2g6f65d52olq>

USEFUL RESOURCES:

<https://www.wordreference.com/engr/citizenship>

https://www.schooleducationgateway.eu/en/pub/theme_pages/citizenship.htm

https://www.researchgate.net/publication/301559628_Citizenship_Education_Inclusion_and_Belonging_in_Europe_Rhetoric_and_Reality_in_England_and_Norway

Some ideas:

- Any form of segregation is morally unacceptable
- Any of us could become a member of a minority group at some point
- Any form of exclusion is arbitrary and artificial, it is not based on nature
- People should not suffer because of their skin colour, gender, religion, beliefs

SPEECH EXAMPLE:

RUBRIC (ΕΚΦΩΝΗΣΗ):

*Imagine you are **representative of Coalition for the Homeless** and you are **encouraging teens to sign up to participate in a fundraising event**. Give a **presentation** at a school assembly **about the organization, its aim and the event**.*

Good afternoon everybody. My name is Peter Jones and I'm a representative of Coalition for the Homeless. Picture this: a teenager arrives for his first day of school. However, he doesn't have a bag to put his books in. He doesn't even have a pencil to write with. His clothes are torn and faded and he looks hungry. This teen is just one of the many homeless people in our city and he needs our help.

Coalition for the homeless helps people who don't have a house to live in. The truth is that many people living in shelters or on the street have a university education and once had a well-paid job and a comfortable life. But poverty brought them to this terrible situation. Someone who loses their job can quickly and easily find themselves without a residence. The goal of Coalition for the homeless is to provide food, clothing and blankets to meet their immediate needs. In addition, we provide training courses so people can learn the skills they need to find new jobs and get themselves out of poverty.

The event I would like to talk to you about today is called 'Project: Back to School'. Many people without homes have families, and these children need to go to school to get an education. Obviously, their parents can't afford to buy them school supplies. That's where you come in! We are having a fundraising event to collect money for the school supplies that these children will need to start the school year. 'Project: Back to School' begins today and will continue throughout the month of September, so don't forget to participate in the programme and donate what you can to help those in need!

Through Coalition for the Homeless and 'Project: Back to School', you can do your part to help end homelessness. After all, doesn't everyone deserve a chance to have a home to call their own?

Now, I would like to hear from you. What do you think of 'Project: Back to School'? Do you think it is a good way to help homeless kids?...

Are there any questions?... Thank you for your attention.

TIPS ON PREPARING A PRESENTATION (SPEECH):

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graph TD
    PS[Presentation Skills  
Necessary skills for professional and personal development]
    PS --- TP[Types of presentations]
    PS --- WGP[Why we give presentations]
    PS --- HSP[How to structure a presentation]
    PS --- P[Present]
    PS --- PR[Prepare]
    PS --- R[Read]
    PS --- TA[Thank the audience]
    PS --- IAQ[Invite & answer questions]
    PS --- GFB[Get feedback optional]
    TP --- Informative
    TP --- Persuasive
    TP --- Ceremonial
    WGP --- Describe
    WGP --- Narrate
    WGP --- Persuade
    WGP --- Communicate
    HSP --- Conclusion
    HSP --- Main body
    HSP --- Introduction
    P --- Body language
    P --- Dos & Don'ts
    PR --- Rehearse
    PR --- Research
```

What is a presentation?
Presentations describe, narrate, persuade or communicate ideas. Presentation skills are necessary for personal and professional development.

Types of presentations
There are different types of presentations:

- **Informative** e.g. school presentations, science & technology presentations, business seminars.
- **Persuasive** e.g. in sales, debates, to a group of peers, political speeches.
- **Ceremonial** e.g. graduation, wedding toast (see p. 32).

Presentation skills are also needed in **interviews** (job & TV), **project reports** at a meeting, **social events**, **toasts** at an event with family or friends, colleagues etc.

Why we give presentations
We give presentations to:

- A describe** a product, an invention, a place, people (e.g. myself, a famous person).
- B narrate** an experience, a story, a myth, a fable, an event (e.g. a natural disaster).
- C persuade** by presenting arguments for & against an issue, expressing our opinion on an issue, stating a problem & suggesting solutions, political discussions, campaigns etc.
- D communicate** in panels, debates, conferences etc.

How to structure a presentation
A presentation consists of a(n):

- **Introduction**, in which we greet the audience and present ourselves and the topic.
- **Main body**, in which we present the main points.
- **Conclusion**, in which we summarise the main points, **invite and answer questions** from the audience (see p. 36) and **thank** the audience for listening to us. We can sometimes **get feedback** from the audience.

Opening/Closing techniques
To start a presentation we can:

- 1 address the audience** by asking a question e.g. When I say dangerous jobs, what comes to mind?
- 2 use a quotation** e.g. The American film director Francis Ford Coppola once said, "The very earliest people who made film were magicians."
- 3 ask a rhetorical question** e.g. I'm sure everyone has experienced at least one unforgettable day in their lives, haven't they?
- 4 make a statement** e.g. Baked, mashed, crisps or chips: the potato is a popular food and the most commonly-used vegetable in the Western world.
- 5 narrate a personal or general story** e.g. I remember first thinking about graduation and how far away it seemed. Now all too quickly, here I am congratulating all of us on our graduation day.
- 6 set the scene and stimulate emotions** e.g. Imagine this: You have just received your exam schedule and everyday you have at least one exam over a two week period. You can feel a headache coming on and your head feels like it will explode.
- 7 use visuals (photos, charts, films, pictures etc)** e.g. Look at this picture. Do you know who this is?
- 8 use music (a song, soundtrack etc)** e.g. Let's start the tour by listening to some music. Can anybody tell me which famous film it's from?
- 9 use humour (a joke, a riddle etc)** e.g. It's a maze of stalls and alleys; it's crowded and noisy too. There's so much to buy and browse, and to see and do! What is this place? ... Yes, it's a street market.
- 10 use a rhyme or a short poem** e.g.
Some foods that we eat everyday,
Can affect us in a peculiar way.
Almond, apples and mushrooms, too.
They all contain poison that's bad for you!

To end a presentation we can:

- 1 address the audience** by asking a question
e.g. *Don't you think our way of life is fascinating?*
- 2 use a quotation** e.g. *As the famous children's author Dr Seuss said, "Be who you are and say what you feel, because those who mind don't matter, and those who matter don't mind."*
- 3 ask a rhetorical question** e.g. *Traditions like this that define a country's culture, don't they?*
- 4 make a statement** e.g. *If you get the chance to visit this market, you really should go.*
- 5 narrate a personal or general story** e.g. *When I was on holiday in Sri Lanka last year, I was lucky enough to witness Esala Perahera for myself.*
- 6 stimulate emotions** e.g. *Their legacy lives on and inspires future astronauts to follow their dreams and reach for the stars.*
- 7 use humour (a joke, a riddle etc)** e.g. *Seeing a great white in its natural environment is an amazing experience, but you should never venture into the water without the proper equipment and guidance. After all, people say the only thing you should get from a shark is ... as far away as possible.*
- 8 use a 'what if' question** e.g. *What if, in the end, GM foods cause more harm than good?*
- 9 use a rhyme or a short poem** e.g.
*Although the shark can give you a fright,
It's very unlikely to give you a bite.
Sharks prefer to eat seals and fish,
Humans are not their favourite dish!*

Ways to get feedback from the audience (optional)

After you have presented your points you can check if your audience has understood your topic. There are several ways to get feedback and check understanding. These are:

- 1 Pop quiz style questions in teams:** Split the audience into two teams (A and B) and ask questions about the presentation topic. e.g. *It's time for a quiz in teams! The team that gets the most answers correct wins! Team A: When was ... built? Correct! Team B: How old is ...?*
- 2 Open discussion:** Invite the audience to share their own similar experiences. e.g. *Would anyone like to share his/her own similar experience?*
- 3 Polling questions:** Ask the audience a question. The audience can answer by raising their hands or standing up. e.g. *How many of you recycle on a regular basis? Raise your hands.*
- 4 Focus groups:** Divide the audience into groups of 3-4 people and give questions for them to discuss and report back. e.g. *Discuss what you think is the best thing about the EU and why.*
- 5 Game:** Prepare a Y/N or T/F quiz with questions/statements based on the presentation. e.g. *Mars is the second planet from the Sun.* If the answer is YES/TRUE, the participants stand up and if the answer is NO/FALSE, they remain seated.

- 6 Make a list:** Summarise the most important points of your presentation. Write the initial letter of each word/phrase on a slide/a flipchart/the whiteboard. Ask the audience to find the correct words/phrases. e.g. *What can we do to protect the environment? Recycle/Reuse/Save water/Plant trees/Ride a bike to school etc.*

Recycle
Reuse
S...
P...
R...

Prepare

Steps to follow

- 1** Read, brainstorm & prepare a spidergram to organise your notes.
- 2** Research resources from videos, texts within the module, the Internet, encyclopaedias etc.
- 3** Prepare your presentation. Decide which points to include and how to present them.
- 4** Rehearse your presentation in front of a mirror or friends, videotape or record yourself.

Present

- Be prepared & know your material.
- Make sure your equipment works (check connectivity, program versions, hyperlinks etc).
- Look confident & professional.
- Have positive energy & smile.
- Keep eye contact with your audience.
- Use positive body language (stand up straight, use gestures/facial expressions to convey meaning etc).
- Keep your presentation clear & simple.
- Keep slides short & use clear text/diagrams.
- Attract the audience's attention with an interesting beginning (a story, a joke, a video etc).
- End your presentation by summarising the topic or by making a closing statement.

Don'ts while giving a presentation

- Don't read directly from the screen or your notes.
- Don't turn your back to the audience or fold your arms.
- Don't speak in a monotonous voice or rush.
- Don't break the flow of the presentation by using fillers while speaking (e.g. 'um', 'er', 'ah').
- Don't use confusing graphics (e.g. dark fonts on dark backgrounds).
- Don't carry a lot of items with you.
- Don't wear casual clothes (e.g. shorts, flip flops).

Checklist

When you have finished writing your presentation, make sure you have:

- introduced yourself and the topic
- mentioned all the points from the spidergram
- used appropriate opening/closing techniques
- used appropriate visuals
- thought of possible questions from the audience and answered them

Now rehearse and give your presentation.

Body language is very important when you give a presentation. It is part of communication and helps you maintain your audience's attention and interest.

Dos ✓

Remember to be polite and smile.



Stand up straight and maintain eye contact with your audience.



Use appropriate facial expressions and gestures to make your presentation clear.



Don'ts ✗

Don't read directly from your notes.



Don't turn your back to the audience.



Don't fold your arms.



Using presentation software: To engage your audience's attention, you can use presentation software, like PowerPoint. This way you can support and highlight your message, and make your whole presentation more interesting.

1 Use a simple layout

This will help the audience to follow your presentation easily.

THE GREAT WHITE SHARK

Can you
imagine
swimming with
sharks?



4 Use dark fonts on light backgrounds or light fonts on dark backgrounds

This will make your slides easier to read.



2 Use a title

This will let your audience know what you are speaking about.

Poisonous Foods



5 Use clear and easy-to-read fonts

Members of the audience will lose interest if they cannot read your slides easily.

Is exam stress bad?



- mild stress can be beneficial
- strengthens immune system



- *mild stress can be beneficial*
- *strengthens immune system*



3 Use visuals

Visuals capture the attention of the audience and make your presentation more interesting.



6 Use notes rather than long sentences

This will ensure that your audience can understand your points and focus on listening to the presentation rather than reading long sentences on the screen.

