

# Presentations: Sample Speeches

## For the Students

Below are two sample speeches. When you make your own slideshow, I would recommend using a template. There are many interesting templates to choose from in PowerPoint. Please select one that suits your style.

You'll notice that there are very few words in the slideshow. When you make your slideshow, try to avoid writing too many words. Try to use good pictures.

If you want to give a great presentation, you must prepare and practice. Try to design a good slideshow, write a good speech and practice doing your presentation many times. Good luck!



## SAMPLE 1: BASIC VERSION

The BASIC version is very simple and straight-forward. The slideshow is good and the writing content is also fine. The only drawback is that it is a little boring, a little predictable.

## Unit 1 Getting to Know You

### [Slide #1]



Good morning! My name is Taro Tanaka. I'm a 1<sup>st</sup> year student at Ninki University. My major is economics. Today, I'm going to tell you a little about myself. First, I'll tell you about my family. Next, I'll talk about my hometown. And finally, I'll tell you about my favorite sport.

### [Slide #2]



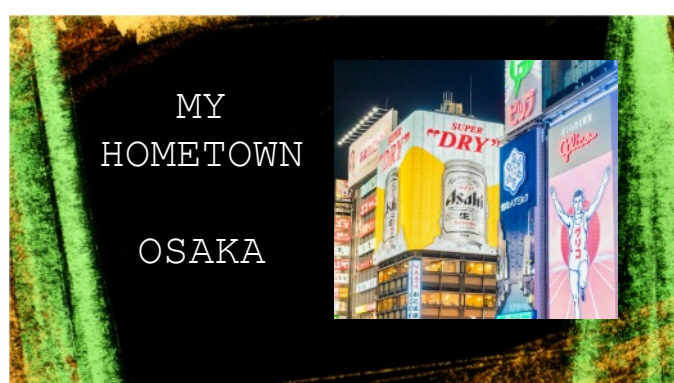
First, let me tell you about my family. There are four people in my family. **[#2.1]** This is my father. His name is Ichiro. He's 52 years old. He's a businessman. He likes to play golf. **[#2.2]** This is my mom. Her name is Akiko. She's very busy. Sometimes she gets angry. I think I give her a lot of stress. She likes to watch TV dramas. **[#2.3]** This is my sister. She's a university student. She studies sociology. She's very funny.

### [Slide #3]



This is my pet. We have a miniature dachshund. His name is "Hot Dog". He is 4 years old. He likes to sleep a lot. He's very cute.

### [Slide #4]



OK, next is my hometown. I'm from Osaka. I have lived here since I was born. This area is called Dotonbori. Osaka is famous for its local food. You should try some “*takoyaki*” and “*okonomiyaki*” if you come to Osaka.

[Slide #5]



Finally..., my favorite sport. My favorite sport is soccer. I have played soccer since I was 8 years old. I usually play defense. Soccer is a very exciting sport. My favorite team is Real Madrid.

[Slide #6]



I hope you enjoyed my presentation. Thank you for listening!



## SAMPLE 2: ADVANCED VERSION

The ADVANCED version is more interesting and more entertaining than the BASIC version. This version connects with the audience a lot more. There is a joke, a quiz and a surprise in the slideshow. All of these things help keep the audience interested.

### Unit 1 Getting to Know You

[Slide #1]



Good morning! My name is Taro Tanaka. I'm a 1<sup>st</sup> year student at Ninki University. My major is economics. Today, I'm going to tell you a little about myself. First, I'll tell you about my family. Next, I'll talk about my hometown. And finally, I'll tell you about my special talent.

[Slide #2]




First, let me tell you about my family. There are four people in my family. [#2.1] This is my father. His name is Ichiro. He's really serious. This is his biggest smile! [#2.2] This is my mom. She's always angry. I think it's my fault. I give her a lot of stress. [#2.3] This is my sister. Oh, no! My mistake. This is **not** my sister. This is my pet, sorry. We have a miniature dachshund. His name is “Hot Dog”. [#2.4] **This** is my sister. She's a little crazy. Something is wrong with her! She makes my mom angry, too!





[Slide #3]

MY HOMETOWN



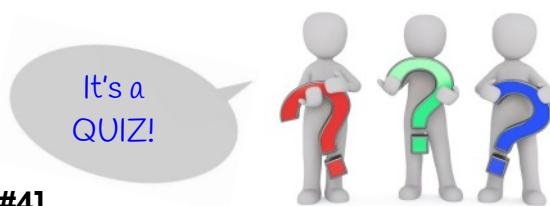
- "A" Tokyo
- "B" Kobe
- "C" Osaka

WHERE?

3.1

OK, next is my hometown. Look at this picture. Where do you think this is? Hmm... very difficult. I know, the picture is very small. Very small. Very difficult. OK. I will give you three choices. **[#3.1]** Choice "A" is Tokyo. Choice "B" is Kobe. And, choice "C" is Osaka. OK? Now, please raise your hands. Who thinks my hometown is choice "A" Tokyo? OK. Now, who thinks my hometown is choice "B" Kobe? OK, thank you. Finally, who thinks my hometown is choice "C" Osaka? OK, very good.

The answer is...,



[Slide #4]

MY HOMETOWN

OSAKA



Osaka!

Finally..., my special talent. Can anyone guess? What is my special talent?

How about you, Jon? What do you think my special talent is? (Ad-lib) No, that's not it.

[Slide #5]



OK, here's a hint. Look at this slide. What do you think? (Gesture with thumbs up)

How about you, Ken? What do you think my special talent is? (Ad-lib) No, that's not it. OK, OK. Here it is. Ready...

It's a  
SURPRISE!



[Slide #6]




Thumb..., wrestling..., champion! That's right. Last year I was champion of Osaka. No one could defeat me. Anybody want to try? Anybody? Anybody? (Ad-lib)

[Slide #7]

Thanks  
For  
Listening!

Taro Tanaka



I hope you enjoyed my presentation. Thank you very much for listening!

Great!



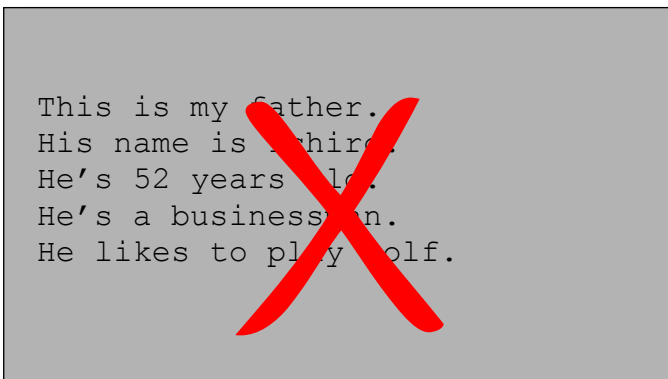
## Presentations: **Bad** Examples

Here are some bad examples of a slideshow. Try to avoid making these mistakes.



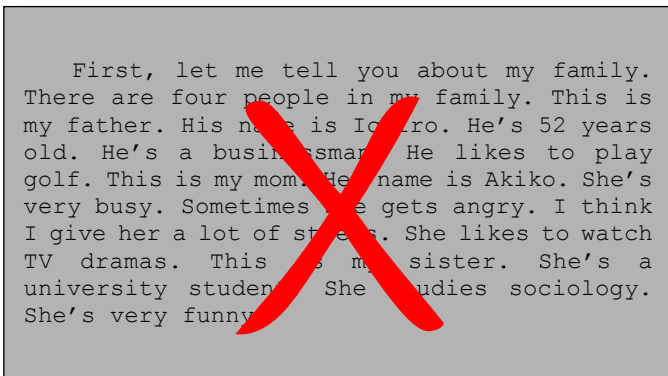
The above slide uses only lower-case letters. It doesn't look very professional. Try to use upper-case letters for your slideshow. See below for good examples:

MY FAMILY / My Family  
SERIOUS / Serious

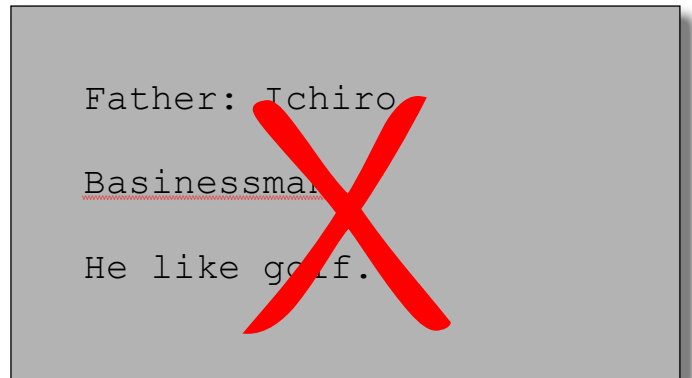


This is too much writing. See below for good a good example:

Father: Ichiro (52)  
Businessman / Golf



This is way too much writing. This is OK for your written speech, but not for your slideshow. You should talk, not read. Use pictures or images for your slideshow.



Be careful of spelling mistakes. A wavy, red line usually means there is a spelling mistake.

Spelling mistake: Businessman  
If you right-click on the word, you will see some correct spelling suggestions.

Also be careful of grammar mistakes. If you type your speech in a Microsoft Word document, grammar mistakes usually have a wavy, green line underneath.

Grammar mistake: He like golf.



The above image is too blurry. Make sure you use high quality images.



Try not to use images with watermarks. It looks unprofessional. Use your own images or find ones without watermarks.

Try to design your slideshow well. Make it look as professional as possible.

# Presentations: Word Documents & E-Mail

## For the Students

It is probably best to type your presentation using Microsoft Word or a similar type of software. Using a computer is probably better than using your phone.

Make sure that you are typing in English mode, not in Japanese mode.

Below is a good example of a correct Word document format:

Taro Tanaka  
1234567890  
Ninki University  
Economics

Name  
Student Number  
University  
Faculty

Presentation: My Life

Title

Good morning! My name is Taro Tanaka. I'm a 1<sup>st</sup> year student at Ninki University. My major is economics. I am going to tell you a little about my family. I will talk about my hometown. And finally, I'll tell you about my favorite sport.

First, let me tell you about my family. There are four people in my family. This is my father. His name is Ichiro. He's 52 years old. He's a businessman. He is very busy. This is my mom. Her name is Mary. She is very busy. Sometimes she gets stressed. I give her a lot of stress. She likes to watch TV dramas. This is my sister. She's a university student. She studies sociology. She's very funny.

.....  
I hope you enjoyed my presentation. Thank you for listening!

Word Count (315)

## Translation Software!

Don't use translation software to translate an entire Japanese presentation into English. The English will be strange!

Here is an example of using translation software to translate from English to Japanese.

## Here is the original English:

Thumb..., wrestling..., champion! That's right. Last year I was champion of Osaka. No one could defeat me. Anybody want to try? Anybody? Anybody?

Here is the translation software version:

親指...ファイトイング...ヒーロー! いいです。

この昨年、私は大阪チャンピオンにいた。

何も私を打つことはできません。

誰が試したいですか?

それは誰ですか? それは誰ですか?



Here is the Japanese translation in romaji:

Oyayubi... Faitingu... Hīrō! Iidesu. Kono sakunen, watashi wa Ōsaka chanpion ni ita. Nani mo watashi o utsu koto wa dekimasen. Dare ga tameshitaidesu ka? Sore wa daredesu ka? Sore wa daredesu ka?

Isn't the Japanese very strange? The best way to write your presentation is to write in simple and easy to understand English. You can use a dictionary, but don't use translation software for your entire speech.

## E-Mail

If you need to contact your teacher via e-mail, please follow the example below.



To: (Your teacher's e-mail address)  
Subject: Taro Tanaka Presentation

Write the subject.

Dear Mr. Charles,

Write your teacher's name.  
Use Mr. / Mrs. / Ms

This is Taro Tanaka, a student of yours from Ninki University. I am in your Monday 1<sup>st</sup> period Oral English 1 class. Attached is a Word document of my presentation. Please check it if you have some time. Thank you very much.

Regards,  
Taro Tanaka  
1234567890  
Ninki University

Don't forget to attach your document!



Write your teacher's e-mail address here:

**Presentation Topic:****Date:****Score:****1****2****3****4****5****6****7****8****9****10**

VOICE:

☐ clear, loud voice☐ good pronunciation☐ good timing☐ not loud enough☐ using "katakana" style pronunciation

Improve your pronunciation of these words:

FLUENCY:

☐ very smooth and natural☐ very well prepared☐ sometimes smooth☐ not smooth☐ not prepared enough☐ robotic, unnatural

EYE CONTACT:

☐ very good and natural☐ looking at audience☐ sometimes good☐ looking at slides too much☐ not looking at audience☐ looking at ceiling or wall☐ reading from notes too much☐ no eye contact at all☐ looking down

BODY LANGUAGE:

☐ very good and natural☐ shows confidence☐ energetic, positive

&amp; EXPRESSIONS

☐ good smile☐ not enough emotion☐ head down☐ no facial expressions☐ no body language☐ nervous body language

SLIDESHOW:

☐ interesting images☐ high quality images☐ good design☐ a little boring☐ spelling mistakes☐ grammar mistakes☐ too much animation☐ too much writing☐ blurry or poor images

CONTENT:

☐ interesting content☐ funny or entertaining☐ well thought-out☐ good vocabulary☐ a little boring☐ difficult to understand☐ too simplistic☐ inappropriate content☐ too short, not enough

Name:

number:

class:

**Presentation Topic:****Date:****Score:****1****2****3****4****5****6****7****8****9****10**

VOICE:

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