

## Listening script

### Unit 7

#### 12

(T = tutor; J = Jack; F = Francesca)

- T:** OK, if you want, we've got some time left for some feedback on your joint presentation today.
- J:** Yeah, we can do it now while it's fresh in our minds, if it's OK with Francesca.
- F:** It's OK with me.
- T:** So, Francesca, how do you think it went?
- F:** Well, mmm ... I was really happy with it actually, but I'm glad it's over. I think the main advantage of doing the presentation was that we both learnt quite a lot about training and skills development for the workplace and how they improve people's opportunities in life, especially their job prospects.
- J:** And we learnt a lot from actually delivering the presentation as well, which is really useful for the future.
- F:** Yeah, that was important too. Mmm ... as I said, I was pleased with it, but if I had to do it all over again, I'd change a few things.
- T:** Like what, for instance?
- F:** Well, mmm the first thing I'd do is work on the pace of the talk and make the delivery slower. And I'd keep a clock in front of me so that I was aware of the speed and ... and the next thing is mmm ... the length of the talk ... I'd make the presentation time 15 minutes for each of us, because I think ten minutes each was much too short. If we'd given ourselves more time, it would have flowed better.
- J:** Yes, I agree. I thought the timing was a bit tight. I'd say maybe even 30 minutes each.
- T:** Mmm ... 30 minutes might've been a bit long for both you and the audience.
- J:** Maybe you're right; 15 minutes each would probably have been better.
- F:** And the next thing is the order of the data. I thought the sequence was bad – it could've been a lot better.
- T:** Yes. If I had to give some particular advice, I'd say you needed to give yourselves a run through once or twice using the equipment, just to see what it's like. Doing it without preparation like that's not that easy.
- F:** No definitely not. And another thing for me is that we forgot to give out the handouts with the copies of our slides on them for people to take notes. I should've given them out before we started. And one final thing I'd do is ... I'd check that everyone could see the screen properly, ... mmm ... I'd make sure the arrangement of the chairs in the room made it easy for everyone to see.
- T:** And Jack? What about you? How did you feel about it all?
- J:** Well, er ... I agree with Francesca. Yeah ... in everything she said. It's very difficult to make the delivery smooth. If ... when I do it again, I'll definitely spend more time practising to make it run more smoothly.
- .....
- T:** But would you add anything to what Francesca said?
- J:** Mmm ... perhaps I'd try to pack less information into the time given. Er ... I thought at first it would be the opposite. Er ... I was afraid that we'd end up looking foolish. And also I think I'd spend less time on the information gathering phase because, unless time is devoted to practising, it'll not be possible to give a good performance.
- T:** Yeah, I think I'd agree. Anything else?
- J:** Yeah. I get very nervous when I speak in front of people. If I did it again, I'd make sure I practised speaking out loud and projecting my voice. I think the key for me is learning to steady my nerves.
- F:** But you were very calm!
- J:** Not inside I wasn't!
- T:** Well, it didn't show.
- F:** I think you need the nerves to keep you going, but maybe try to take your mind off it beforehand by exercising or something.
- T:** Is that everything?
- J:** Yeah.
- T:** OK. Well, you'll be pleased to know the feedback from the class questionnaires was that the presentation was enjoyable, so well done. I have to say that I agree with them.
- J:** Oh, thanks.
- T:** I'll make a copy for both of you of the questionnaires, if you want. And if and when you do give a talk again, you can keep them to refer to.