

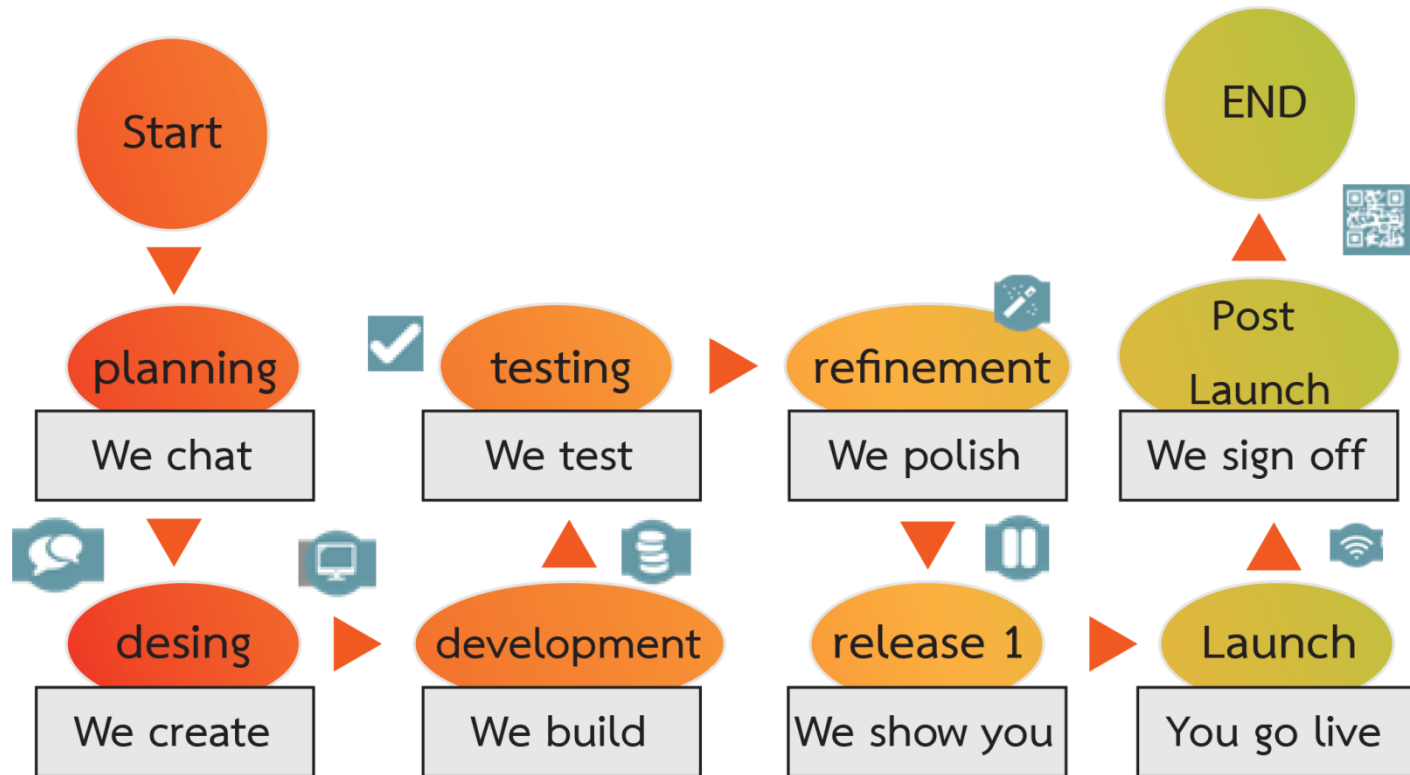
# Unit

5

Innovation for Modern Presentation



## Innovation for Modern Presentation



## Dialogue practice

My watch always gains 10 minutes a day.

**J** : My watch always gains ten minutes a day.

**N** : That's funny. My watch always loses ten minutes a day.

**J** : No kidding.

**N** : I'm serious. Every morning I set my watch by the radio, but it still loses ten minutes.

**J** : You know what you can do?

**N** : Throw it away and buy a new one?

**J** : No, you don't have to. You only need to put your watch back ten minutes every day.

**N** : So you put your watch back ten minutes every day?

**J** : Yeah, that's what I'm doing.

**N** : Why bother? Just buy a new watch. It doesn't cost much. Besides, I just can't put up with this thing anymore.



## Vocabulary

1. conclude \_\_\_\_\_
2. kick off \_\_\_\_\_
3. roll out \_\_\_\_\_
4. submission \_\_\_\_\_
5. implementation \_\_\_\_\_
6. approaches \_\_\_\_\_
7. technique \_\_\_\_\_
8. impressive \_\_\_\_\_
9. audience \_\_\_\_\_
10. milestone \_\_\_\_\_
11. familiar \_\_\_\_\_
12. natively \_\_\_\_\_



## Grammar Focus

### Present simple Tense (part 1)

#### USE

We use the present tense to talk about:

Something that is true in the **present**:

- I **'m** nineteen years old.
- He **lives** in London.
- I **'m** a student.

something that happens again and again in the present:

- I **play** football every weekend.

*We use words like **sometimes**, **often**, **always**, and **never** (adverbs of frequency) with the present tense:*

I **sometimes** go to the cinema.

She **never** plays football.



something that is **always true**:

- The adult human body **contains** 206 bones.
- Light **travels** at almost 300,000 kilometers per second.

something that is fixed in the future.

- The school term **starts** next week.
- The train **leaves** at 1945 this evening.
- We **fly** to Paris next week.

### Questions and negatives

Look at these questions:

- Do you play the piano?
- Where do you live?
- Does Jack play football?
- Where does he come from?
- Do Rita and Angela live in Manchester?
- Where do they work?



With the present tense, we use **do** and **does** to make questions. We use **does** for the third person (she/he/it) and we use **do** for the others.

We use **do** and **does** with question words like **where**, **what** and **why**:

But look at these questions with who:

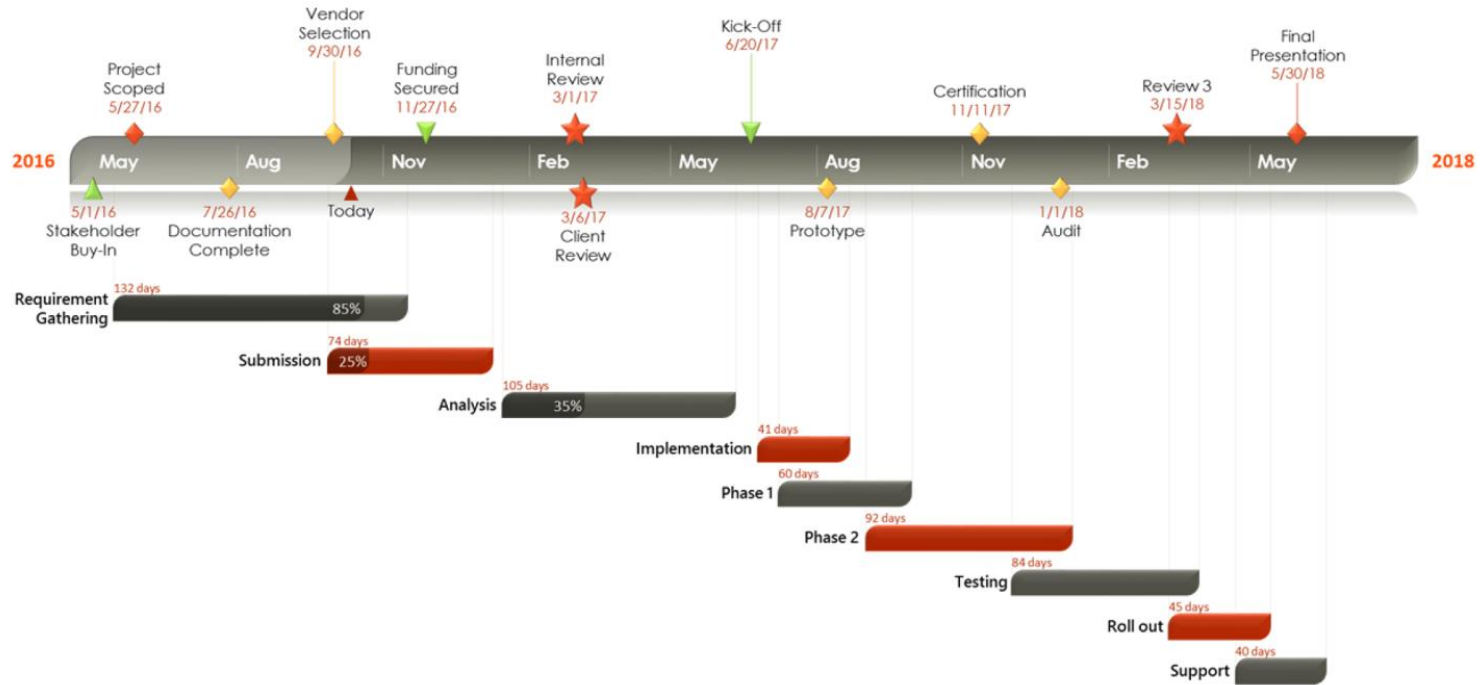
- Who lives in London?
- Who plays football at the weekend?
- Who works at Liverpool City Hospital?

Look at these sentences:

- I like tennis, but I don't like football. (don't = do not)
- I don't live in London now.
- I don't play the piano, but I play the guitar.
- They don't work at the weekend.
- John doesn't live in Manchester. (doesn't = does not)
- Angela doesn't drive to work. She goes by bus.

With the present tense we use **do** and **does** to make negatives. We use does not (**doesn't**) for the third person (she/he/it) and we use do not (**don't**) for the others.





Project presentation is a critical part of project management. Whether gaining stakeholder commitment or updating clients and executives on progress, success depends on your ability to effectively present the project plan. This article reviews approaches and techniques for creating an impressive project review, that's easily to understand



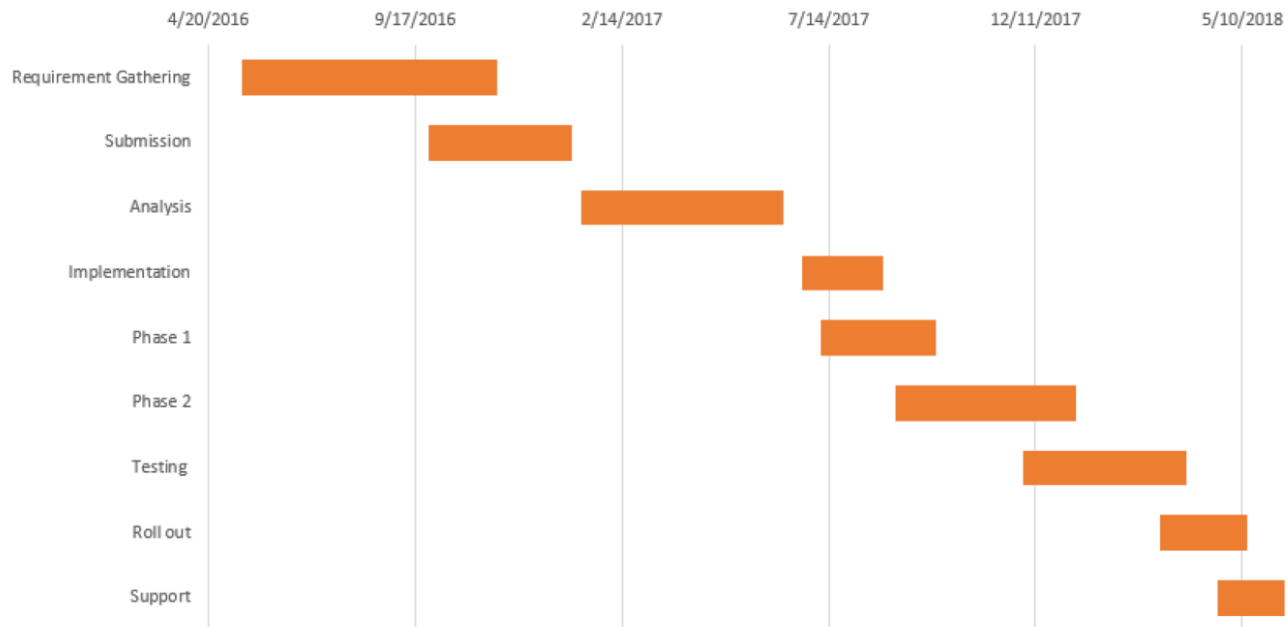
1. Avoid complex project documentation when presenting projects
2. Creating a graphical project presentation
3. Techniques for creating visual project charts
4. Organize your project schedule in Excel
5. Presenting a project plan with PowerPoint
6. Create your project presentations natively in PowerPoint
  - 1: Use a PowerPoint timeline maker.
  - 2: To import the project schedule you created in Excel
  - 3: Build a timeline and a Gantt chart in Excel



## How to make it

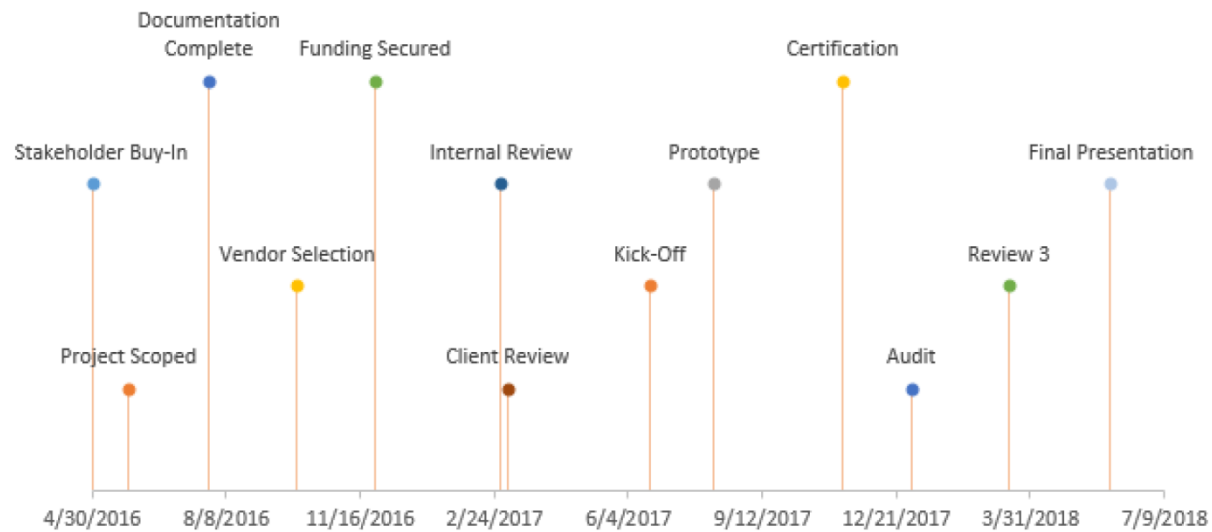
### Step 1: Make a Gantt chart in Excel with the stacked bar chart function

- How to make a Gantt chart in Excel



## Step 2: Make a timeline in Excel using the scatter chart function.

- How to make an Excel timeline



# Note Taking Strategy Techniques

## Cornell Method

Cornell Two-Column Notes	
Keywords	Notes
	Types of Matter
Solids	1. Solids <ul style="list-style-type: none"><li>a. Have a definite shape</li><li>b. Have a definite volume</li></ul>
Liquids	2. Liquids <ul style="list-style-type: none"><li>c. Do not have a definite shape</li><li>d. Have a definite volume</li></ul>
Gases	3. Gases <ul style="list-style-type: none"><li>e. Do not have a definite shape</li><li>f. Do not have a definite volume</li></ul>
<b>Summary:</b> (Insert summary of lecture after class)	

