

- Effective Business Presentations
- お薦めホームページ
- 英語プレゼンBasic ~基本フォーマット~
- チャレンジ! プレゼン英作文

講師 Joanneは いったいどのようにして苦手なプレゼンテーションを克服したのでしょうか？彼女が挙げたアドバイス、皆さんも参考にしてみてくださいね。

**F**or many people, the prospect of speaking in public can generate feelings of apprehension, anxiety and *white-knuckle terror*. It may be an unfair fact of life, but people form a perception about how competent you are and how competent your company is when you stand and speak.

Professional presentation skills are fast becoming one of the new survival skills in the workplace, so developing confidence in this area will set you and your company apart from the competition.

I have had two definitive experiences of public speaking that have shaped my outlook and taught me valuable lessons. My first experience was at school when I had to give a presentation on "Romeo and Juliet" by Shakespeare. I still *shudder* to think about it! In spite of loving the play, I simply couldn't speak confidently about it to my class and had no idea about the skills that were required. My voice *wobbled*, my hands shook and my confidence *faltered* with every line I read. I finished the presentation *flushed* and defeated, vowing to avoid speaking in public ever again!

Six years later and I was an intern for local government writing a trade strategy that would have to be delivered to a panel of civil servants, local politicians and business managers. Although older and wiser, the memory of the "Romeo and Juliet fiasco" still haunted me. I resolved there and then to research how to give an effective presentation and to turn my *phobia* into a positive experience. This time, having done some research, I felt much happier and much more successful in my performance. I resolved that in the future I would remember and develop my "presentation checklist".

Understand that most of your nervousness isn't visible to the audience. We are by nature very focused on ourselves and on what is happening to us. When we start to feel butterflies in our stomachs or our palms get sweaty, we assume that the whole room can see, but in truth they can't. Nervousness becomes a problem when you focus on your symptoms and stop focusing on the audience and the topic.

-- cont. on the right

-- cont. from the left

Leave nothing to chance. Check the room, the seating, equipment and acoustics before the presentation.

Limit your talk to a few key points and plan it thoroughly. When you limit yourself to a few key points, you give each idea a clear emphasis and the audience leaves the presentation remembering the message. Plan your presentation and the timing down to the last detail. You will sound confident and in control.

Talk to your audience, refer to them, ask them questions and respond to their reactions. Make eye contact. Don't forget to add enthusiasm and energy to your talk but do keep it natural. Don't be afraid to pause in the right places; this is a natural part of speech. Mood is infectious and you as the speaker can generate it.

Using *anecdotes* and personal experiences builds *rapport* with your audience and enhances your credibility. A good story can illustrate a point and will stick in people's minds long after the presentation.

Finally, be yourself and speak from the heart. Whether you are speaking to five hundred people or five, let the audience see the real you. The audience will respect you for speaking with conviction rather than them giving a *hollow, wooden* speech. Good luck!

### 読み解きのヒント

White-knuckle	恐怖/心配を引き起こす	phobia	恐怖症
shudder	ぞっとする、震える	anecdote	逸話
wobble	(声などが)震える	rapport	(親密な)関係
falter	どもる	hollow	実のない、空虚な
flushed	赤面させられた	wooden	ぎこちない

英語でのプレゼンテーション成功の鍵はその構成や、プレゼン時の姿勢、十分な準備にあります。ここではプレゼンテーション作成時の基本フォーマットを紹介いたします。詳しいことはJames講師へお聞きください！

## Introduction Overview

- Good afternoon, ladies and gentlemen. Today, I would like to give you a presentation about ...
- There are three important parts ...

## Body

- First, I will tell you about ...
- I have told you about... Now, I will tell you about...
- I have told you about... Now, let's look at...

## Summary Closing

- Let's go over the main points again.
- That concludes my presentation. Thank you for listening. If you have any questions, I will be happy to answer them at this time. Thank you very much.



## お薦めホームページ

～ ビジネスパーソン必見のブログ ～



Maki Sugawara  
/ James English School

プレゼン・交渉における準備・練習  
(ビジネスパーソン必見の実践英語コミュニケーション塾)  
[http://ny-tsushin.cocolog-nifty.com/part1/2005/05/post\\_d0a7.html](http://ny-tsushin.cocolog-nifty.com/part1/2005/05/post_d0a7.html)

US在住の日本人サラリーマンのブログ。現在通っているMBAの授業風景や筆者の体験を交え、プレゼンテーション作成法や練習の仕方、本番のポイントなどが分かり易く丁寧に書かれています。為になること間違いなし！

チャレンジ

## プレゼン英作文

英作文にチャレンジ！プレゼンテーションによく使用される以下の英文を正しく並べかえてみましょう。(5)はヒントのみで作成してみてください。

- (1) 「20%のシェアを占めています」  
( 20 percent / we / of / account / market share / for / the )
- (2) 「どんなことでもご遠慮なくお尋ね下さい」  
( questions / me / feel / please / free / any / to / ask )
- (3) 「当社は12年前に設立されました」  
( twelve years / established / company / ago / our / was )
- (4) 「こちらが当社の最もよく売れている製品です」 best-selling = よく売れている

## James Christmas Party !

James各校では今年もクリスマスパーティを開催いたします！

趣向をこらした楽しいパーティを各分校で企画しております。是非ご参加下さい！

詳しくは以下のホームページにアクセスし、お近くの分校名をクリックしてください。

<http://www.james.co.jp/event/index.htm>

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