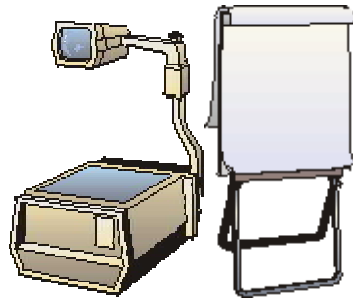


**Business English
Useful Expression
BAD12**

**Presentation
Equipment**



I`m sorry I got upset. Don` t worry. It`s OK.

Hiro and Johnson are cleaning up the display at the end of the day.

Johnson: I must apologize. I`m so sorry I got upset

Hiro : Don` t worry . It`s OK. We are not understanding.

Johnson: A misunderstanding.

Hiro : Yes, It was a misunderstanding.

Johnson: I think so , too.

Hiro : In Japan, we say "do your best" or " make the effort"

Johnson: It sounds like "don` t be lazy"

Hiro : No, We say it to encourage others.

Johnson: I don` t think you should use it here. It` ll just get you into trouble.

Hiro : I guess not.

Johnson: Some people will misunderstand .

Hiro : By the way, what does " get off my back" mean?

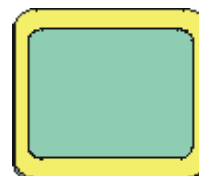
Johnson: It means, " leave me alone".

Easily your most important piece of equipment is...**YOU!** Make sure you're in full working order, and check your personal presentation carefully - if you don't, your audience will!



The **overhead projector (OHP)** displays **overhead transparencies (OHTs or OHPTs)**. It has several advantages over the 35mm slide projector:

- it can be used in daylight
- the user can face the audience
- the user can write or draw directly on the transparency while in use



The **whiteboard** (more rarely **blackboard** or **greenboard**) is a useful device for spontaneous writing - as in brainstorming, for example. For prepared material, the OHP might be more suitable.



The **duster** is used for cleaning the whiteboard. It is essential that the duster be clean to start with. You may consider carrying your own duster just in case.

Markers are used for writing on the whiteboard (delible - you can remove the ink) or flipchart (indelible - you cannot remove the ink). They are usually available in blue, red, black and green. Again, it's a good idea to carry a spare set of markers in case you are given some used ones which do not write well.



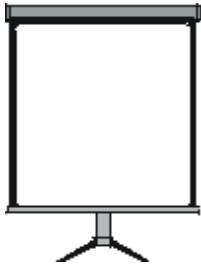
"A good workman never blames his tools."



The **flipchart** consists of several leaves of paper that you 'flip' or turn over. Some people prefer the flipchart to the whiteboard, but its use is limited to smaller presentations.



The **Slide projector** - which must be used in a darkened room - adds a certain drama. Some slide projectors can be synchronised with audio for audio- visual (AV) presentations. These projectors are typically used for larger presentations. The majority take 35mm slides or transparencies (as seen here), but projectors for 6x6cm slides are also available.



Transparencies are projected by an overhead projector or a slide projector onto a **screen** - in this case a folding screen which can be packed up and transported.

The **notebook computer** is increasingly being used to display graphics during presentations. It is often used in conjunction with an overhead projector, which actually projects the image from the computer screen onto the wall screen.



Handouts are any documents or samples that you 'hand out' or distribute to your audience. Note that it is not usually a good idea to distribute handouts *before* your presentation. The audience will read the handouts instead.