**Ukázkový test KJZKA**

(splníte-li nad 70% automaticky se vám uznává OJA/KANJ1)

**Rozsah: L. Kollmannová - Angličtina pro samouky - lekce 1 - 10**

**R. Murphy – Essential Grammar in Use**

*Rozepište slovy:*

315........................................................................

Jak se čte toto:

On 5/7/1968 ……………………………………………………………………………

REM …………………………………………………………………………………….

JVC …………………………………………………………………………………….

*Množné číslo:*

desk \_\_\_\_\_\_\_\_\_\_\_\_\_ boy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

church \_\_\_\_\_\_\_\_\_\_\_ child \_\_\_\_\_\_\_\_\_\_\_\_\_\_

family \_\_\_\_\_\_\_\_\_\_\_\_ policeman \_\_\_\_\_\_\_\_\_\_\_\_

*Opravte chyby ve větách. V každé větě je 1 chyba.*

There is some glasses on the table.

Please, doesn’t tell him about it!

Her father is doctor.

There are four photos in the wall.

These film is very sad.

Lives she in London?

We must to phone him.

This is a international meeting.

*Převeďte tyto věty do záporu:*

*I am happy. ……………… …………………………….…..…………..……….….*

*She speaks English. ………………….. …………….………… …………………..*

*You must do it. ……………....… ………………….………………………………..*

*He will come. …………………………………………………………………………*

*We work here. ……………………………………………………………..……..…*

*They are coming. ……………………………………………………….…………...*

*Doplňte slova opač. významu, zachovejte slovní druh:*

old \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ good \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

aunt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ always \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

son \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ little \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ easy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fast \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ near \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

quiet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ right \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ married \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Doplňte správný tvar zájmena v závorce (osobní, přivlastňovací…):*

We want to decorate ……….(we) kitchen in June. This is not your pen, it is …….. (I). I met your son with …….. (he) new girlfriend. Look at the table, …… (it) leg is broken. I do it for …… (you). Tell ….. (we) about your holiday in Kenya. She hates her parents she never speaks about ……… (they). Most people like ……. (they) dogs more than people.

*Dejte do správného slovosledu:*

taller she not than me is

……..……………………………………………………………..

any in there people the class are ?

……..…….……………………………………………………….?

talented Da Vinci of the painter was most all

……..………………………………………………..……………..

do you it did why ?

……..…………………………………………….……………….?

is wife your old how ?

……..……………………………………………………………..?

*Zakroužkujte jeden z kurzívou vyznačených výrazů:*

1. I ***don´t/doesn´t/isn´t*** feel good today.

2. We like ***to listen/listening/listen*** to pop.

3. I must go to work, it is five ***over/past/at*** seven.

4. Look at ***what/this/these*** beautiful paintings.

5. There ***is/be/are*** five stupid mistakes in your test.

6. Is this ***Mr´s Hill/Mr Hill/Mr Hill´s*** car?

7. ***Don´t/Do/Doesn´t*** touch the exponates, please.

*Přeložte:*

*zajímavější………………………………...……………………………..*

*nejlevnější……………………………………………………………….*

*málo …………...………………………………...………………………..*

*Ona nikdy nepije kávu. …..………………………...………………………...*

*Přeložte slovesa a doplňte v průběhovém čase:*

***pít, volat, psát, kouřit, jíst, neučit,***

 ***hrát si, hledat,***

1. Why ……..… you ………..…..……… the cold tea?

 You should warm it up.

2. - Who are you writing?

 - I …….……………………….. a letter to my aunt.

3. Look at the teenagers, they ……………. marihuana.

4. Sorry, professor Weis ………………………….…..

 today, he has a conference.

5. It´s midnight! Why ……..…you ……...……… me?

6. “Darling, why …… the dog ……..…

 my pizza?“ “I think, he likes it.“

7. “What are you doing on the floor? “

 “I .......................... my keys.“

8. Look at the children! They …………………….…...

 with spaghetti under the table!

*Opravte chyby ve větách. V každé je jedna.*

My uncle never leave his flat.

Bill Gates is much more rich than Babiš.

It is my uncles car, he has Toyota.

Hurry up, it is half to seven!

Peter goes never to work by bus, he walks.

14:15 means half past 2 p.m.

*Přeložte slovesa a doplňte průběhový*

*nebo prostý přít. čas:*

1. Oh, no! It …………….... . What a pity! (pršet)
2. She ………………… only historical novels by Waltari. (číst)
3. - Where are you darling?

- I ………………………… .(sprchovat se)

1. Be quiet, the teacher ...……….....…! (přicházet)
2. Jane can’t go out, she ...…..…………….…...…

her homework now. (dělat)

1. Look at John. He ………….……. next to Jim. (stát)
2. How often …….. you ……….….. meat? (jíst)
3. I love eating but I…..……...….. cooking. (nemít rád)
4. John …..…..…… 20 cigarettes a day. (kouřit)
5. He ................................. really tired. (vypadat)

*Doplňte předložky, pokud je třeba:*

He´s…… work the size ……….. shoes

full……….. sugar go ……….. school

go home….. bus .….. the corner (za rohem)

I´ll come ....2 o´clock he’ll come ………June

……Christmas ……. the evening

……….. Tuesday I was born ….. 1975

be ……….. home book is …….. the desk

I’m fond ……. cats I relax …… holiday

listen …… music I play ……. the guitar

**Ukázkový test KANJ1**

**Rozsah: L. Kollmannová - Angličtina pro samouky - lekce 1-8**

**R. Murphy – Essential Grammar in Use**

*Jak se anglicky čtou následující číslovky, roky a časy:*

*812 ……...............................................................*

*rok 1967 ..............................................................*

*čas: 18:30.............................................................*

*Množné číslo:*

desk \_\_\_\_\_\_\_\_\_\_\_\_ boy \_\_\_\_\_\_\_\_\_\_\_\_

house \_\_\_\_\_\_\_\_\_\_\_\_ bridge \_\_\_\_\_\_\_\_\_\_

family \_\_\_\_\_\_\_\_\_\_\_\_ woman \_\_\_\_\_\_\_\_\_\_

gentleman \_\_\_\_\_\_\_\_\_ daughter \_\_\_\_\_\_\_\_\_

child \_\_\_\_\_\_\_\_\_\_\_\_\_ life \_\_\_\_\_\_\_\_\_\_\_

*Opravte chyby ve větách. V každé větě je 1 chyba.*

Her father is doctor.

There is some books on the table.

She doesn´t can play tennis.

These table is very small.

Do you must do your homework?

Have she got a car?

We must to help him.

This is a English magazine.

Mel Gibson come from Australia.

Please, doesn´t go, I love you!

*Přepište tyto výrazy:*

*/džə:mən/ ………………… /өә:ti өri:/ ………………….*

*/ka:sl/ ……………………. /si:/ …………..……………..*

*/džoin as/ ……………....… /skweə/ ………..………….…*

*Tučně označená zájmena jsou chybná, nahraďte je:*

1. I have **I** ……… PC at work. 2. They give **we** ………. no homework at school. 3. You can not take **you** ……… mobile to the class. 4. I know, she loves **she** …….. mum very much. 5. No, this is not **we** ………. car, it is **he** ………. car. 6. I don´t know **they** ……….. names. 7. He never speaks about **he**………… family. 8. This is my dog and **it**……… doghouse. 9. You never help **I** ………..!

*Doplňte slova opač. významu, zachovejte slovní druh:*

old \_\_\_\_\_\_\_\_\_\_\_ good \_\_\_\_\_\_\_\_\_\_\_\_\_\_

aunt \_\_\_\_\_\_\_\_\_\_ always \_\_\_\_\_\_\_\_\_\_\_\_

son \_\_\_\_\_\_\_\_\_\_\_ little \_\_\_\_\_\_\_\_\_\_\_\_\_

fat \_\_\_\_\_\_\_\_\_\_\_\_ easy \_\_\_\_\_\_\_\_\_\_\_\_\_\_

cheap \_\_\_\_\_\_\_\_\_ near \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

quiet \_\_\_\_\_\_\_\_\_\_ right \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

early \_\_\_\_\_\_\_\_\_\_\_ slow ­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hot \_\_\_\_\_\_\_\_\_\_ married \_\_\_\_\_\_\_\_\_\_\_\_\_

short \_\_\_\_\_\_\_\_\_\_\_ dark \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

different \_\_\_\_\_\_\_\_\_\_ south\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Slovosled:*

do have how you many children ?

……..………………………………………..?

any on there keys the table are ?

……..…….………………………………….?

I Sorry, tomorrow not come can

……..………………………………………..

must homework forget not I do to my

……..………………………………………..

are houses those old how ?

……..………………………………………..?

*Zakroužkujte správný tvar, který je tučnou kurzívou:*

1. I ***don´t/doesn´t/isn´t*** attend a school in Prague.

2. We like ***to read/reading/read*** sci-fi.

3. I must go home, it is five ***over/past/at*** seven.

4. Look at ***that/this/these*** boy on the balcony!

5. There ***is/be/are*** two big problems.

6. Is this ***Mr´s Hill/Mr Hill/Mr Hill´s*** car?

*Přeložte:*

1. Na světlech zahněte vpravo.

…………………………………………………………...

2. Zřídka jezdí do práce autem.

…………………………………………………………...

3. Jsou v pokoji nějaké děti?

…………………………………………………………...

4. Kolik je hodin, prosím?

…………………………………………………………...

5. Jak se jmenuje vaše žena?

…………………………………………………………...

6. Petr obvykle pije pivo, ale dnes musí pít sprite.

…………………………………………………………...

*Spojte slova a vytvořte ustálená spojení:*

of course

cheese office

turn off morning

post the light

traffic player

working lights

cassette hours

good garden

large sandwich

*Přeložte slovesa a doplňte v průběhovém čase:*

***nepřijít, hrát si, hledat, pít, volat, dělat, psát, mluvit, jíst***

1. Why ….… she …………..………… my Coca-cola?

2. I ……………………………….. a letter to my aunt.

3. Listen to the students, they ………..…….………….

 about their pedantic English teacher.

4. Sorry, we ………….………….. today, we are busy.

5. It´s midnight! Why ………you ………….…… me?

6. “Darling, why ……...… the dog …….…….…..…

 my pizza?“ “I think, he likes it.“

7. “What ….….…you …….……..…… on the floor? “

 “I .................................... my keys.“

8. Oh, no! Look at the children! They ………………...

 with my CDs!

*Přeložte:*

***Mohou? …………..…………Nesmíš. …………………………………… Musíte?........................... Nemusejí. …………………..……….***

***Nemohou. ………………… Smím? ………………………………***

*Doplňte předložky, pokud je třeba:*

He´s………. work the name ……….. this street

full……….. water go ………….. school

go home….. train phone box .…….. the corner

I´ll come ....5 o´clock go ……..…... the street

it´s not far ……here live ………….. Prague

……. the morning Turn left …….… the lights

……….. Monday go ……….….. home

be ……….. home book is ……….. the desk

photo ……. the wall I relax ……..… weekends

listen …… music I play ……..…. the guitar

*Přeložte slovesa a doplňte průběhový nebo prostý přít. čas:*

1. Stay at home. It ……………..……... . (pršet)

2. She ………………… only historical novels by Waltari. (číst)

3. Where …….…the baby …………….…? (spát)

4. Why …..……you …………….……. ? (běžet)

 Because I´m late.

5. She …………………..…… German grammar.

 (učit se)

6. Look at John. He …….…………. next to Jim. (stát)

7. ………..you ……….….. your hair every day? (mýt)

8. I love eating but I……….…….. cooking. (nemít rád)

**Ukázkový test KANJ2**

**Rozsah: L. Kollmannová - Angličtina pro samouky - lekce 9-16**

**R. Murphy – Essential Grammar in Use**

*Přelož a doplň všechny tvary sloves:*

vidět ................ .................... ...........................

znát ................ ..................... ...........................

spát ................ ...................... ...........................

nést ................ ...................... ...........................

vzít ................. ...................... ...........................

jít ................... ...................... ...........................

zastavit ................ ................... .........................

číst .................. ..................... ...........................

ležet ................ ..................... ...........................

říci ................... ..................... ..........................

*Spojte slova do vhodných spojení:*

weekend magazine

entrance office

single house

fashion ticket

booking fee

first in the price

know each list

fast impression

shopping other

included food

***Much, many***

\_\_\_\_\_\_\_ flour \_\_\_\_\_\_ pieces of paper

\_\_\_\_\_\_\_ women \_\_\_\_\_\_ money

\_\_\_\_\_\_\_ information \_\_\_\_\_\_ cups of tea

*Translate:*

málo času …………. málo přátel ………..…………

několik lidí ………… nikde ..........…...…………..

trochu peněz .………… nikdo …….….................……

***Some/something, any*** *or* ***a/an:***

He is \_\_\_\_\_\_ advocate, I think. Can you give me \_\_\_\_\_\_\_ information, please? I am going out with \_\_\_\_\_\_\_\_\_\_ friends tonight. Is there \_\_\_\_\_\_\_\_\_\_ bank near here? I don´t have \_\_\_\_\_\_\_\_\_\_ money. I saw \_\_\_\_\_\_\_\_\_\_ women in the shop. \_\_\_\_\_\_\_\_\_\_ people think that life is wonderful. I am sorry, I can´t come, I have \_\_\_\_\_\_\_\_ problems. You must buy \_\_\_\_\_\_\_\_ cheese in Terno. Can I have \_\_\_\_\_\_\_\_\_ to eat, please?

*Přeložte tato slova a doplňte do vět:*

***příjezdy****,* ***jih****,* ***mouka****,* ***láhev****,* ***balíček****,* ***plechovka****,* ***kousek****,* ***poslední****,* ***včetně****,* ***odpověď, fronta, drahý***

1. The price was ₤50 ............. the tax. 2. He came to visit us and brought a ................... of wine. 3. Bread and rolls are made of ................ . 4. He smokes more than one .................. of cigarettes a day. 5. There is just one ........... of sardines left in the fridge. 6. Do you know the ................... to this question? 7. Sorry, the .................. train left a minute ago. 8. I need

a .............. of paper to write his phone number.

9. The weather is much better in the ............. of France. 10. Look, there are all the ............... and departures over there. 11. The shoes were not ............., just ₤5. 12. I don´t want to wait, there is a long .............. in front of the shop.

*Doplňte předložky, je-li třeba:*

stay ……………dinner invite ……….. a party

arrive …….… Oxford I´m afraid ....... spiders

view .......... the town speak ……… him

listen ……. the radio go ……… bed

I returned …….. home I am good ……. sports

I´m interested ….. botany. I am …….. a hurry

thank you .......... coming ........ Monday

.......... yesterday evening travel .......... bus

*Přeložte sloveso a doplňte* ***infinitiv*** *nebo* ***-ing:***

1. I don´t mind …………. (zůstat) at home.

2. I´d like ……….… (hrát) chess tonight.

3. Ann preferes …………...… (sledovat)

 decumentaries on TV.

4. Would you like ….….. (být) my friend?

5. I don´t like ……………(vařit) at all.

6. Are you fond of ………….. (sbírat) stamps?

7. Let´s go ………….….. (plavat).

8. She hates ………… (vstávat) early in the

 morning.

9. I´m sorry for …………. (přerušovat) you. 10. I want …..….….. (stát se) an astronaut.

*Vložte vhodné tvary sloves v závorkách. (Bill Depp je reálná žijící postava!)*

**Bill Depp** ………….. (be) a professional musician. Between 1975 and 1980 he …….…… (study) drums at the National Music Institute in London. In 1980s he ...........…(play) with U2 but then in 1989 he …………… (have) a car accident and he ……………… (take) to hospital, where he .................. (spend) three months. There he .................. (meet) a nurse, who looked after him and two years later she ................. (become) his wife.

Bill also ............... (write) music sometimes. So far he ......................... (record) 2 albums. He also likes ..................... (listen) to world music. He

.............(work) on a big project at the moment, he would like .................. (invite) some talented African and Asian musicians to London, where he wants .................. (give) a huge beneficial concert for children who .................... (loose) their parents in the earthquake (zemětřesení) in Haiti last year.

*Utvořte vhodné otázky na tyto odpovědi, ptejte se na podtrženou informaci, zachovejte čas a osobu:*

1 ....................................................................................?

 They live in Australia.

2 .....................................................................................?

 He is 19.

3 ......................................................................................?

 Yes, he does. He has one younger brother.

4 .....................................................................................?

 I´ve known him for 50 years.

5 .....................................................................................?

 He has already made three CDs.

6 ....................................................................................?

 No, they haven´t got any children.

7 ......................................................................................?

 He moved to Prague two years ago.

8 ....................................................................................?

 They will call you at 5 o´clock.

9 ....................................................................................?

 He is a pilot.

10 .....................................................................................?

 He loves her, because she is very loyal.

*Opravte chyby ve větách. V každé je jedna.*

You don´t should be late today.

This is the man which killed JFK.

Next time you must do the homework more careful.

Could you drive slower, please?

It is not your pen, it is Peters´ pen.

That´s not her bag it is my.

Which places visited you in Paris?

Whom idea was it?

*Translate:*

1. Rád bych se naučil používat PC a posílat emaily.

1. ……….........……..........……………………...…..……

 ......................................................................................

2. Ona by manžela nikdy nenechala odejít.

2. …………….................………………………………

3. Mohla byste si sednout a říci mi o všem, co bych měl vědět?

3. ……….................……..…………………….........……

 ........................................................................................

4. Pojďme do kina dnes večer.

4. ………….................………………..…………………

5. Už pracuji pro Bosche 15 let.

5. ………...................………….…………………………

6. Už jsi někdy jedl kung-pao?

6. …….....................………….……….…………………

7. Neměl bys nikam chodit.

7. …………………….................…………...……………

8. Ona o tom asi neví, ale on je určitě ženatý.

**Odborná prezentace v AJ v předmětu OJA/KANJ2**

**(youtube link na ukázkové video:** <http://youtu.be/hl6oodbx-pc>**)**



**Téma**: jednoduché odborné téma blízké studovanému oboru

**Délka**: 10-15 min

**Cíl**: ukázat, že jsem schopen před publikem prezentovat v AJ nějaké jednoduché odborné téma a reagovat na otázky k tématu

**Hodnocení**: hodnotí se úroveň AJ, gramatika, slovní zásoba, výslovnost, pohotovost, porozumění a zaujetí pro téma, audiovizuální úroveň prezentace v Powerpointu, vystupování, schopnost reagovat na otázky, celkový dojem z prezentace.

**Struktura (osnova) prezentace:**

1. **Úvod**
	1. Pozdravte a uvítejte posluchače a pokuste se zaujmout.
	2. Představte se - jméno, škola, obor studia, město, firma…
	3. Uveďte název/důvod/účel prezentace.
	4. Promítněte nebo rozdejte malý slovníček užívaných angl. pojmů (není povinné).
	5. Uveďte, jak bude prezentace dlouhá a kdy bude prostor pro otázky.
	6. Naznačte, zda si posluchači mají dělat poznámky nebo dostanou abstrakt/výpis/osnovu prezentace či odkazy, email, webovky…
	7. Promítněte a okomentujte osnovu celé prezentace.
2. **Vlastní prezentace**
	* + Osnova projevu musí být jasná a přehledná
		+ Na promítaných snímcích uvádějte jen stručná/zhuštěná hesla/body ostatní sdělíte ústně
		+ Mluvte zpaměti, stručně, jednoduše s ohledem na podstatné body
		+ Nikdy prezentaci nečtěte! Ani z tabule, ani z papíru! Za to vás vyhodím!
		+ Využívejte audiovizuálních doplňků – mapy, grafy, foto, obrázky, videoukázky, audioukázky, hudbu… aby to nebyla nuda!
		+ Srozumitelnost, pečlivá artikulace, hlasitost, přátelský projev.
		+ Oční kontakt.
		+ Body language.
		+ Zvolte vhodný outfit.
3. **Závěr**

 - Oznamte konec prezentace – můžete rozdat abstrakt/shrnutí své prezentace.

- Uveďte zdroje, odkazy, kontaky…

- Dejte prostor na dotazy a na všechny se pokuste odpovědět.

- Poděkujte za pozornost.

***Několik praktických rad a zkušeností na závěr:***

* *Při výběru tématu prezentace se vyplácí stavět na angl. zdroji – angl. kniha, článek, web. Ušetříte si práci s překladem i chyby v terminologii.*
* *Speciální efekty a animace jsou spíš na škodu. Naopak obrázky, grafy, foto, mapy, ilustrace, krátké video či audioukázky vítány.*
* *Pozor na kontrast písma a pozadí – na počítači to vypadá jinak než promítnuté na smartboard – volte hodně kontrastní!*
* *Do slidů nevkládejte celé souvislé texty – pouze body, zhuštěná hesla.*
* *Posluchači odkrývejte (na kliknutí) jen to, o čem právě hovoříte, ne celý slide najednou. Začte se a přestane poslouchat.*
* *Před ostrým veřejným výstupem si několikrát svou prezentaci nahlas přeříkejte, třeba i před kamarádem či kolegou, a změřte si její trvání. Nervozita před živým publikem snižuje váš výkon o 20-30%!*

**English Professional Presentation**

**(example youtube video presentation:** [**http://youtu.be/hl6oodbx-pc**](http://youtu.be/hl6oodbx-pc)**)**



**Topic**: a simple expert topic from your field of study

**Duration**: 10-15 min.

**Aim**: to show, that you can stand up in front of other people and present in English a simple professional topic and respond to questions

**Evaluation**: the level of your English, grammar, vocabulary, pronunciation, fluency, readiness, understanding, affaction for the topic, audiovisual level of the slides in Powerpointu (or any other software), body language, ability to repond to questions, whole impression/image.

**Structure (outline) of the presentation:**

1. **Opening**
	1. Greet and welcome the audience and try to attract their attention.
	2. Introduce yourself - name, study programme, fakulty, university, town…
	3. Give the name /purpose/reason of your presentation.
	4. You can show or hand out a vocabulary list used in your presentation (voluntary).
	5. Say the duration of your presentation and when is time for question.
	6. Note if the listeners should take notes or if you give them a summary/abstract/outline of your presentation or links, email, websites…
	7. Show and comment the structure/outline of your presentation.
2. **Main part of the presentation**
	* + The structure must be clear and transparent
		+ Slides must contain only concise facts/data/numbers/points – extra details should be presented orally (no long texts on the slides!)
		+ Speak clearly, simply, follow the main points of your presentation
		+ **You are not allowed to read the presentation! No text in your hands!**
		+ Use audiovisual effects - maps, graphs, photos, pictures, videos, audio, samples, objects, souvenirs, music… your presentation shouldn’t be boring!
		+ Comprehensibility, clear articulation, volume of your speech, friendly approach.
		+ Eye contact.
		+ Body language.
		+ Appropriate outfit.
3. **Ending/Conclusion**

 - Show clearly that this is the end of your presentation – you can hand out the

 abstract/notes/summary/memorabilia/souvenirs/hand-outs.

- Show your sources/books/links/websites/contacts…

- Give the listeners some space for questions.

- Thank the audience for their attention.

***Some final practical advice and experience:***

* *When chosing the topic of your presentation it is better to use an English source if possible – English book/aticle/video/web. It is difficult to translate the terminology from Czech into English.*
* *Special effects are fine but too much animations/ special effects are not good. However, pictures, graphs, photos, maps, illustrations, short videos (max. 1-2 min.) or audios are welcome.*
* *Chose a contrasting font and background in you slides – it looks great in PC but not on the smartboard!*
* *Don’t put long texts in your slides – only concise points/facts if possible.*
* *It is good to uncover (when you click) only points, you are talking about, not the whole slide. The listeners have a tendency to start reading ahead and stop listening to you.*
* *Before you perform in front of real audience it is good to practice in front of the mirror. Say your presentation aloud a few times, you can present it in front of your friend/parents/schoolmates or your dog. ☺ Measure the duration of your presentation! Your nervousness can decrease your performance by 20-30%!*