

# REPORT PRESENTATION

## A. Introduction

### 1. Description

Presentation is the process of presenting the content of a topic to an audience. Presentation software such as Microsoft Power Point or OpenOffice.org Impress is often to illustrate the presentation content.

### 2. Relevance

The main objective of this material is to deliver a good presentation, you should follow the four steps as follow: Planning, Preparing, Delivering and Reviewing. Spoken in front of a large group of people is not easy as you think. It needs experience to do that well. How do you think about it?

### 3. Learning Guide.

This teaching material is designed will be show report presentation.

## B. Main Section

### 1. Learning Outcome

#### a. Attitude:

Be friendly, the one who loves to talk, socialize, and cooperate with others.  
Be the one who loves peace, always makes other pleasant and comfortable.

#### b. Knowledge:

- The Analyzing social functions, text structure and linguistic elements of transactional interaction texts that involve the act of giving and asking for information related to presentation of reports orally (*Report Presentation*).

#### c. Skills

The Students expected to be able to:

- 1) Presenting transactional interaction texts involving the act of giving and asking for information related to presentation of report orally by paying attention to social functions, text structure and linguistic elements (*Report Presentation*).



## 2. Learning Materials and Learning Activities

### Material 3 – Report Presentation

- Learning Materials

- a. **Definition**

Report presentation is the process of presenting a topic to an audience. It is typically a demonstration, lecture, or speech meant to inform, persuade, or build good will. The term can also be used for a formal or ritualized introduction or offering, as with the presentation of a debutante.



Link You Tube: <https://youtu.be/V8eLdbKXGzk>

A presentation is a means of communication that can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.

A presentation can also be used as a broad term that encompasses other ‘speaking engagements’ such as making a speech at a wedding, or getting a point across in a video conference.

Here are some steps to make good presentation, you need some fundamentals as follow:

- 1) Your objective

Start by being clear about your goals. Was your report designed primarily to pass along information perhaps to bring your audience up-to-date or make them aware of some business issues? Or was it intended as a call to action? What specific response do you want from your audience? The answers to those questions will help shape your presentation. Write down your objective.

- 2) Your audience

Know your audience thoroughly. Check for anything that can affect how they’re likely to respond. Find out also what they may be expecting from your report.

- 3) Your road map

Think of this as your road map. It’ll help you stay focused on the key elements of your report-the main ideas and messages, the conclusions, and recommendations.



4) Structure your talk

When you are dealing with a lengthy report that later will become an oral presentation, it helps to break the material into several distinct parts, based on the structure you've defined in your road map. That way, you can address each main idea as an entity, before moving on to the next idea. That will help your listeners better comprehend and remember each key idea.

5) Create a strong opener

It's essential that you begin any presentation with a strong opener. It's even more essential when your audience thinks it's about to sit through what could be a long, tedious exposition. You can quickly display any such notion with an opener that immediately grabs everyone's attention. So plan your opening comments carefully. Find something in the report – a statement, a claim, a conclusion – that's likely to have a particular impact on this audience.

6) Keep those visuals lean and mean

Chances are your report contains lots of detailed data. Be on the alert to include only the most essential data in your visuals. As you create your visuals, keep in mind the fundamental rules. Use only at-a-glance visuals that support your key messages.

**b. Determining Methods**

After compiling the substance by using available schemes, we develop that outline become the intact oral discourse. But, previously we have to determine the method type we used, to submit our idea. There are four kinds of methods, those are:

1) Notes (manuscript)

By this method, speakers have to prepare the complete notes about something that will be submitted. Speaker is only off that notes in front of the listeners.

Excellence from notes method:

- There is no oblivious idea
- Idea network submitted completely

2) Memorizing

By this method, speaker learns by heart the notes, which have been compiled completely, without making manuscript written, speaker remembers everything to be submitted. Speaker submits the learned by heart sentences.

Excellence from memorizing method:

- Impression obtained by listener is that speaker masters the submitted substance,
- Speaker can communicate well, because it does not depend on the manuscript.



### 3) Extemporan

By this method speaker makes only fundamental idea. The speaker writes only the essence in a small piece of paper. Hence this method needs a creativity of speaker.

Excellence from extemporan method:

- Speaker, as if, master the substance,
- The listener is more interesting in your presentation and doesn't want to avoid you soon,
- Communications are seen well.

### 4) Impromptu

In this method, speaker does not make any preparation. Preparation is only done a few moments before coming up.

Using this method has a big risk. Only very experienced speaker is able to use this method.

## c. Language Used in Discourse

There are two kinds of language used in discourse. First, language verbal, that is language in form of word or sentence.

Second, language non-verbal (signal), that is language of gesture of face and gesture of body. From two types above, majority uses verbal language to communicate.

Thus, communications can run well between speaker and listener. There are some guides of concerning language used in discourse.

- Use the language recognized by listener
- Use the correct language manner
- Use the style clarifying intention
- Use the simple sentence
- Exploiting uttering role, intonation, and face language in an optimal fashion



Link You Tube: <https://youtu.be/P2LwuF7zn9c>



**d. Media/Software for Presentation**

There are many programs (software) that can facilitate us to present our report. Some people use Microsoft PowerPoint as a media to present their presentations. Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows. You must have learnt Microsoft Power Point. Now, let’s apply it. Notice the following presentation using Microsoft PowerPoint.

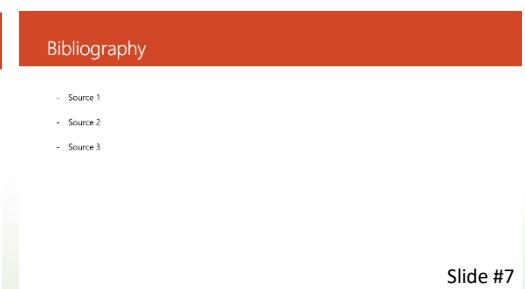
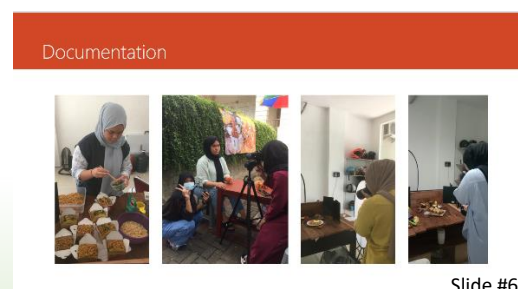
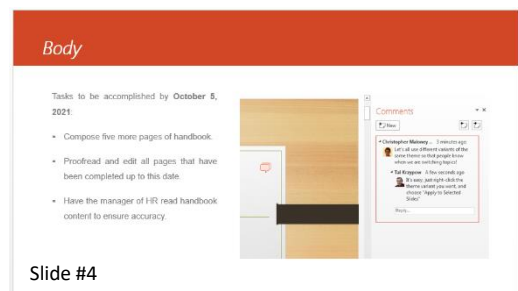
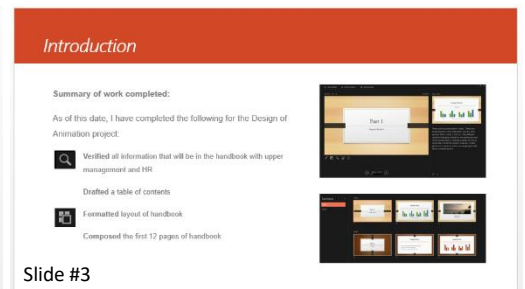
Following are slides that will be shown to audience.

You can view your slide by any of the following ways:

- Click slide show at the lower left of the PowerPoint window.
- On the slide show menu, click view show.
- On the view menu, click slide show.
- Press F5 on the keyboard.

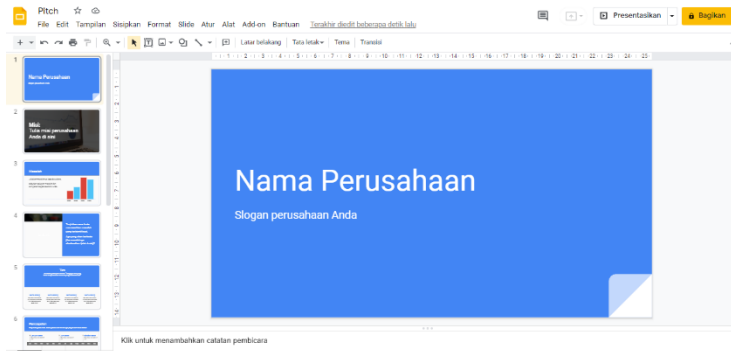


Example Slide – **Writing Report**  
**“Industry Job Practice”**



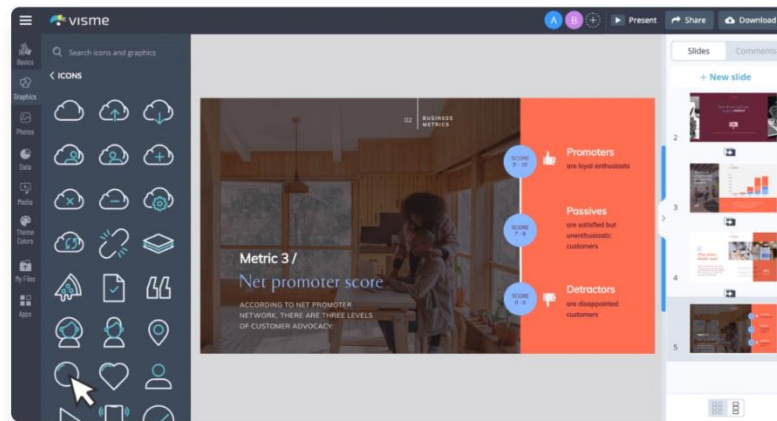
In addition, there are best presentation media such as:

- **Google slides**, is a traditional presentation app designed with collaboration in mind. Google slides can be used in browser for free. Choose a theme for the slide show, then add a standard slide layout and enter text, graphics, and slide transitions from the menu.



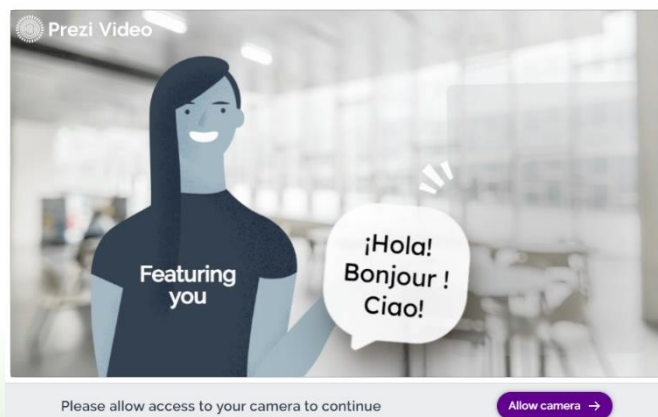
*Google Slides*

- **Visme**, has a variety of clean and tidy templates for different types of presentations. You can also choose a color palette for each theme, or create your own color palette. Visme features a wide selection of royalty-free icons, graphics, and images to spruce up your presentation.



*Visme*

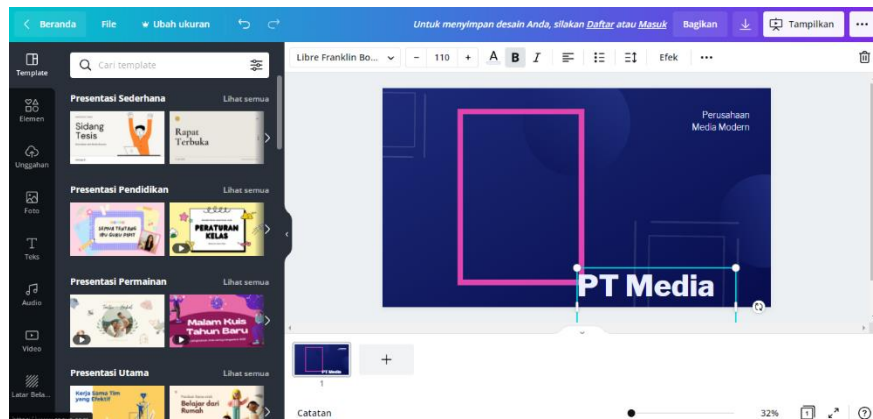
- **Prezi**, is one of those unique apps. Instead of creating slide by slide, this presentation app gives you one giant canvas.



*Prezi*

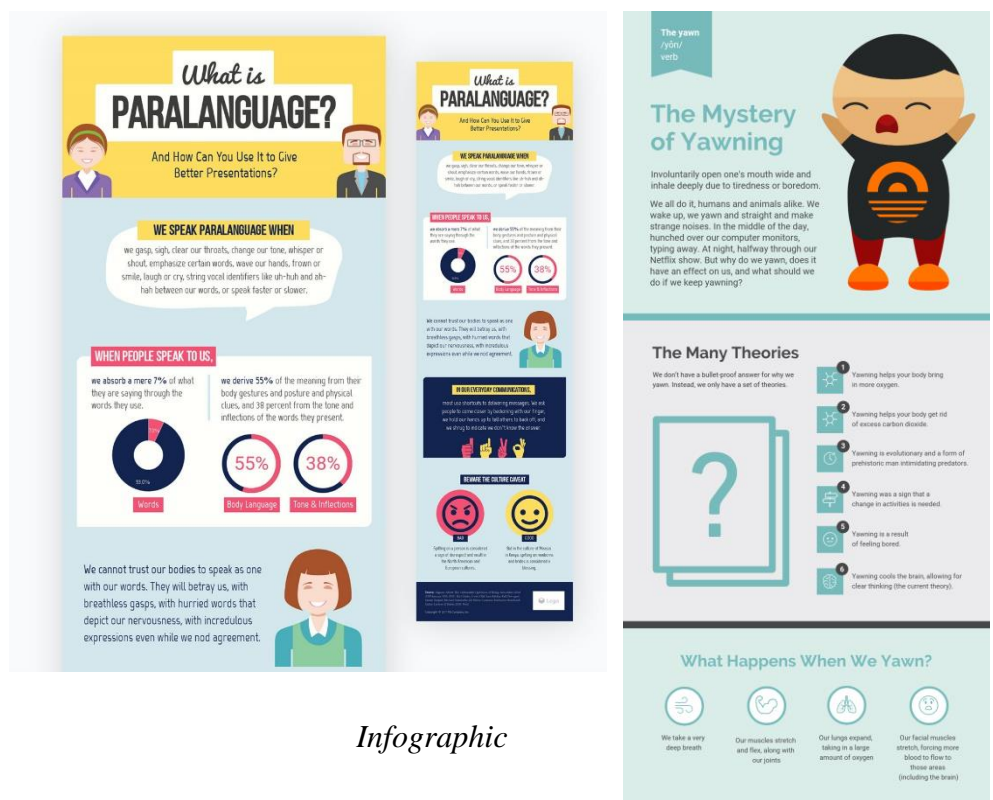


- **Canva**, a graphic design platform, used to create social media graphics, presentations, posters, documents and other visual content.



Canva

- **Infographic**, is a collection of imagery, data visualizations like pie charts and bar graphs, and minimal text that gives an easy-to-understand overview of a topic.



Infographic



- Learning Activities

### **Report Presentation**

Writing effective work reports takes practice and requires good communication skills. The more reports you write, the more efficient you will be in composing them. The following are steps you can take to write a professional report in the workplace:

1. Identify your audience.
2. Decide which information you will include.
3. Structure your report.
4. Use concise and professional language.
5. Proofread and edit your report.



Link You Tube: <https://youtu.be/jKMtNbnZnC8>

### **Short introduction to a presentation:**

Good morning, everyone. It's nice to see so many of you here today. I hope you can all hear me OK.

The subject of my presentation today is our marketing plan for the next three years. Basically, there are three main points I want to talk about. If you look at the first slide, you can see them listed there.

First, I'm going to tell you about our new product range aimed at the teenage market. Secondly, I'll talk about each of the products and our plans for marketing them. And finally, I'd like to talk briefly about the competition.

OK, let's start with the first point, ...



## C. Closing Section

### 1. Summary

**Report presentation** is the process of presenting a topic to an audience. It is typically a demonstration, lecture, or speech meant to inform, persuade, or build good will.

### 2. Reflection

Please write your reflective summary below!

- a. What the subject of the presentation?
- b. What media does he use to present him presentation?
- c. What decides the information?

### 3. References

Blanchard, Karen. 2003. *Ready to Write*. New York: Pearson Education.

Derewianka, B. & Jones, P. 2016. *Teaching Language in Context*. Australia: Oxford University Press.

Dugger, Jim. 2002. *Business Letters for Busy People*. Kuala Lumpur: Golden Books Centre.

Fesler, Susan H. And Newman, Christy M. 2003. *Taking Off: Beginning English*. New York: McGraw Hill.

Freitag, Anne & Lawrence. 2008. *English for Work: Business Presentation*. Great Britain: Longman.

Martin, Rodney. 2006. *The Handbook of How to Say It*. Jakarta: V-Print.

Richards, Jack C. 2005. *Interchange English for International Communication*. Australia: Cambridge University Press.

Sularto. 2012. *English for SMK: Intermediate Level for SMK Grade XII*. Jakarta: Yudhistira



12th Grade

# Report Presentation

Atlantis Vocational School  
Ms. Farhana



## Learning Outcome:

**Analyze**

**Present**

Presenting transactional interaction texts involving the act of giving and asking for information related to presentation of report orally by paying attention to social functions, text structure and linguistic elements (*Report Presentation*).

## Learning Materials:

**Report Presentation**

## The Benefits:

- ✓ Can present the information to be conveyed to others.
- ✓ Increase the self-confidence in communicating interpersonally and in general.
- ✓ Develop the ability to explain a core topic that has been compiled so that it can be accepted more easily by the audience.
- ✓ Adding insight related to modern media that supports good presentations and according to the situation.

# Teknik Penilaian:

## A. Penilaian Sikap

No	Nama Peserta Didik	Aspek Perilaku Yang Dinilai				Jumlah Skor	Skor Sikap	Predikat
		TJ	DS	PD	SP			
1	Peserta Didik 1	88	85	90	85	348	87	A
2								

## B. Penilaian Pengetahuan

Tes Tertulis		
Pilihan Ganda		
Jumlah Soal	Skor Setiap Soal	Skor Maksimal
5	20	5x10 = 100

# Teknik Penilaian:

## C. Penilaian Keterampilan

No.	Aspek yang Dinilai	Baik	Kurang Baik
1	Organisasi Presentasi (Pengantar, Isi, Kesimpulan)		
2	Isi Presentasi (Kedalaman, Logika)		
3	Koherensi dan Kelancaran Bahasa		
4	Bahasa (Ucapan, Tata Bahasa, Perbendaharaan Kata)		
5	Penyajian (Tatapan, Ekspresi Wajah, Bahasa Tubuh)		
Skor yang dicapai			
Skor maksimum			10

### PENILAIAN UNJUK KERJA

Aktivitas	Kriteria		
	Mahir	Memuaskan	Terbatas
	A	B	C
Presentasi	Sangat lancar, topik jelas, menggunakan slide presentasi yang menarik	Lancar, topik jelas, dan menggunakan slide presentasi tetapi kurang menarik	Tidak lancar, topik kurang jelas, dan tidak menggunakan slide presentasi



# Report Presentation

The process of presenting a topic to an audience. It is typically a demonstration, lecture, or speech meant to inform, persuade, or build good will. The term can also be used for a formal or ritualized introduction or offering, as with the presentation of a debutante.

Moin Qazi. 2019. *The Executive Guide to Business Communication*. Notion Press.

**Please watch the video and analyse the content!**





## Analyze The Video:

What the subject of the presentation?	:
What media does he use to present his presentation?	:
Decide the information	:



Here are some steps to make good presentation, you need some fundamentals as follow:

1

### Your objective

Start by being clear about your goals.



2

### Your audience

Know your audience thoroughly.

3

### Your road map

stay focused on the key elements of your report.

4

### Structure your talk

You can address each main idea as an entity.

5

### Create a strong opener

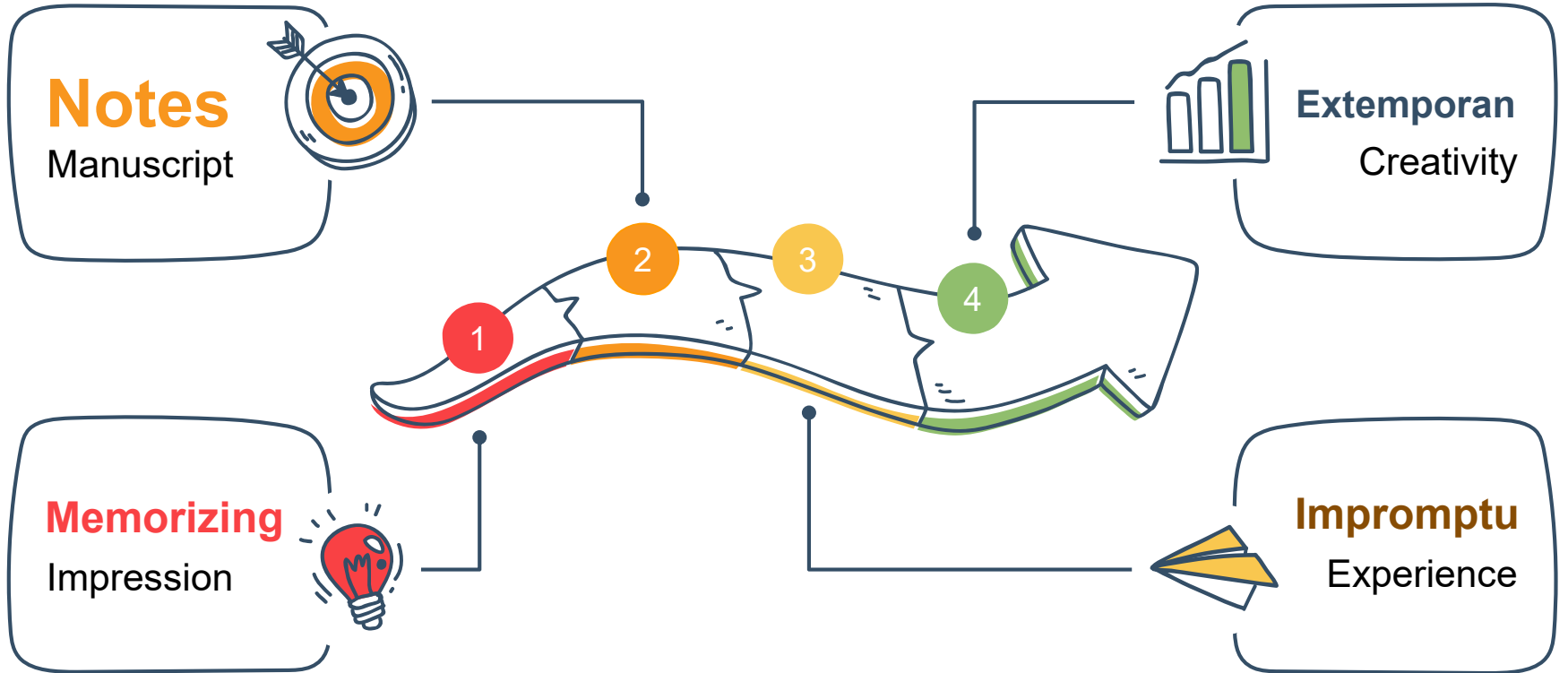
Find something in the report – a statement.

6

Keep those visuals lean and mean



# Determining Methods



# Media/Software Presentation

1 Welcome to PowerPoint  
Project Design of Animation  
Atlantis Vocational School

2 Design, Impress, Work T...

3 Animation

4 The

5 Learn More

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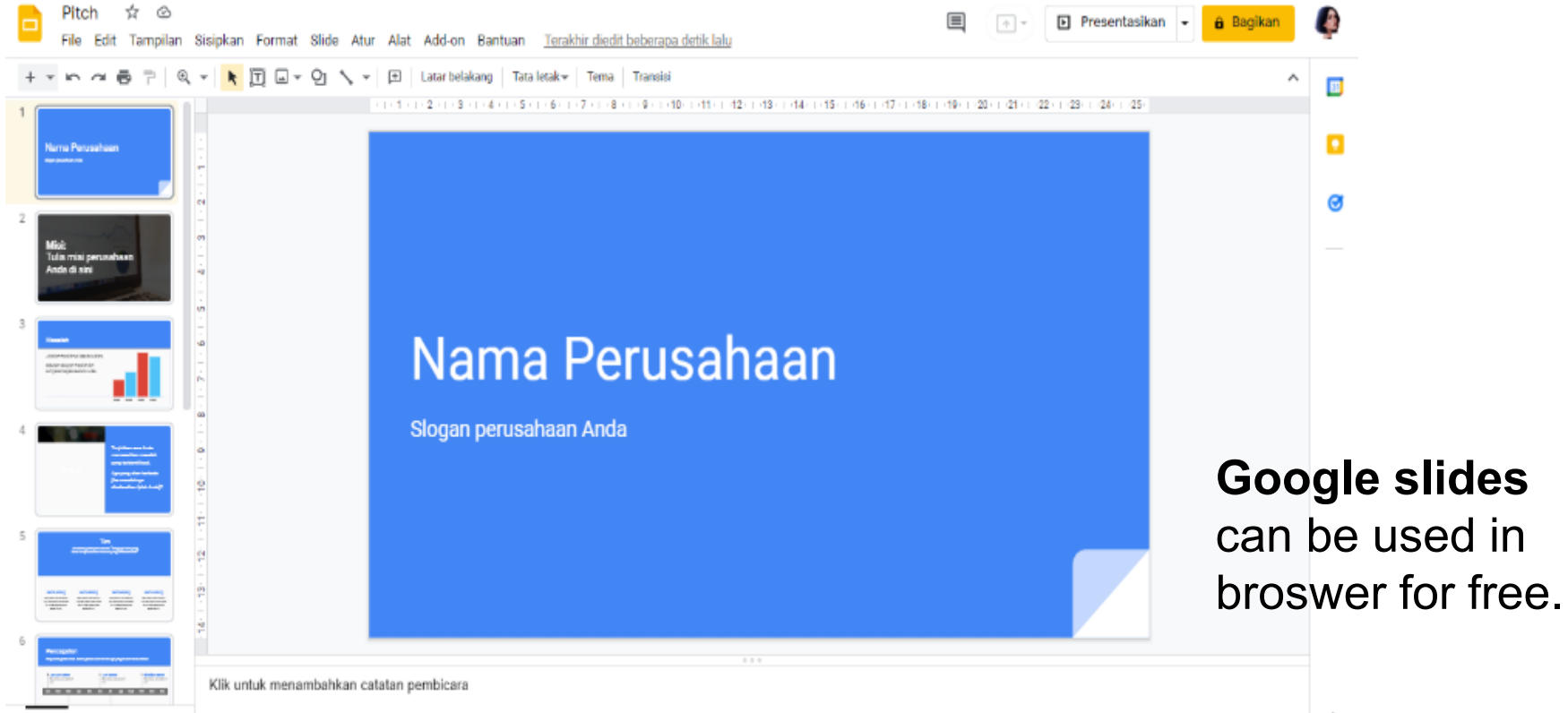
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# Media/Software Presentation



The image shows the Google Slides web interface. At the top, the 'Pitch' logo is on the left, and navigation buttons for 'Presentasikan' and 'Bagikan' are on the right. Below the navigation bar is a menu with options like 'File', 'Edit', 'Tampilan', 'Sisipkan', 'Format', 'Slide', 'Atur', 'Alat', 'Add-on', and 'Bantuan'. A toolbar with various editing tools is visible below the menu. The main area displays a presentation slide with a blue background and white text that reads 'Nama Perusahaan' and 'Slogan perusahaan Anda'. To the left of the main slide is a vertical sidebar showing a thumbnail view of the presentation's six slides. The first slide is highlighted. At the bottom of the interface, there is a footer that says 'Klik untuk menambahkan catatan pembicara'.

**Google slides**  
can be used in  
broswer for free.

# Media/Software Presentation

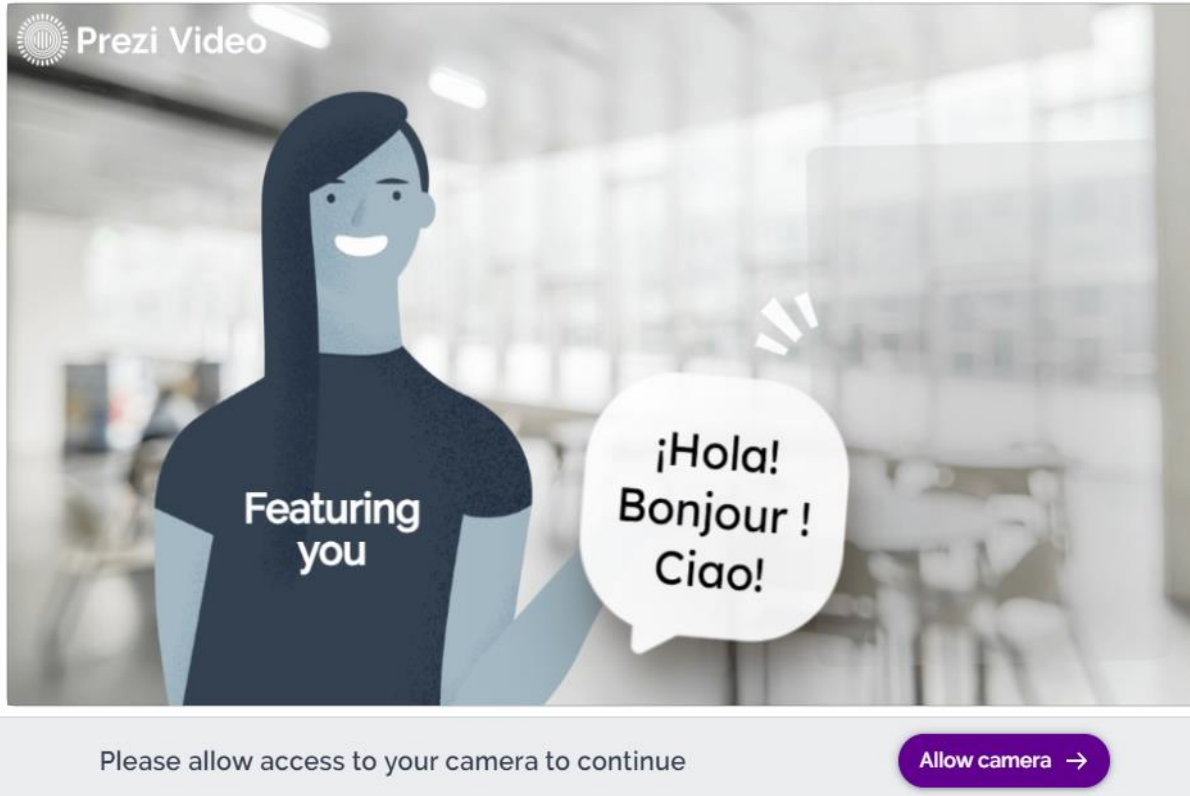
The screenshot displays the Visme software interface. On the left is a dark sidebar with a search bar and various icon categories: Basics, Graphics, Photos, Data, Media, Theme Colors, My Files, and Apps. The main workspace shows a presentation slide titled "Metric 3 / Net promoter score". The slide content includes:

- Q2 BUSINESS METRICS
- SCORE 9-10: Promoters are loyal enthusiasts
- SCORE 7-8: Passives are satisfied but unenthusiastic customers
- SCORE 0-6: Detractors are disappointed customers

Below the slide, text reads: "ACCORDING TO NET PROMOTER NETWORK, THERE ARE THREE LEVELS OF CUSTOMER ADVOCACY". The right sidebar shows a "Slides" panel with a "New slide" button and a list of five slides. At the top right of the interface are buttons for "Present", "Share", and "Download".

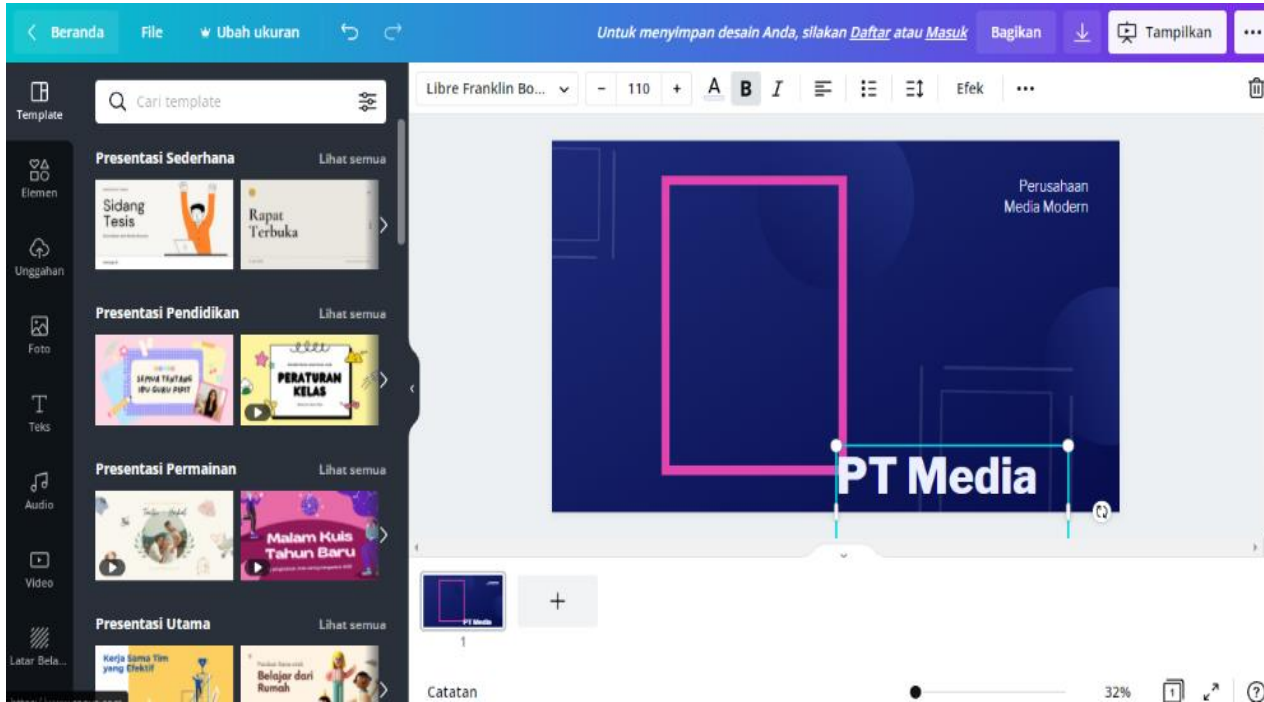
**Visme** features a wide selection of royalty-free icons, graphics, and images to spruce up your presentation.

# Media/Software Presentation



**Prezi**, is one of those unique apps. Instead of creating slide by slide, this presentation app gives you one giant canvas.

# Media/Software Presentation




**Canva**, a graphic design platform, used to create social media graphics, presentations, posters, documents and other visual content.

# Infographic

## What is PARALANGUAGE?

And How Can You Use It to Give Better Presentations?




### WE SPEAK PARALANGUAGE WHEN

We gasp, sigh, clear our throats, change our tone, whisper or shout, emphasize certain words, wave our hands, frown or smile, laugh or cry, string vocal identifiers like uh-huh and ah-hah between our words, or speak faster or slower.

### WHEN PEOPLE SPEAK TO US,


we absorb a mere 7% of what they are saying through the words they use.




6.2%

Words

we derive 55% of the meaning from their body gestures and posture and physical clues, and 38 percent from the tone and inflections of the words they present.



55%




38%

Body Language

Tone & Inflections

We cannot trust our bodies to speak as one with our words. They will betray us, with breathless gasps, with hurried words that depict our nervousness, with incredulous expressions even while we nod agreement.



## What is PARALANGUAGE?

And How Can You Use It to Give Better Presentations?



### WE SPEAK PARALANGUAGE WHEN

We gasp, sigh, clear our throats, change our tone, whisper or shout, emphasize certain words, wave our hands, frown or smile, laugh or cry, string vocal identifiers like uh-huh and ah-hah between our words, or speak faster or slower.

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we derive 55% of the meaning from their body gestures and posture and physical clues, and 38 percent from the tone and inflections of the words they present.



55%



38%

Body Language

Tone & Inflections

### IN OUR EVERYDAY COMMUNICATIONS,

most of our shortcuts to delivering messages, we ask people to come closer by beckoning with our finger, we nod our heads up or let others to look left, and we bring to indicate we don't know the answer.



### BEHIND THE CULTURE CURTAIN

Smiling on a person is considered to sign approval and trust in the North American and European cultures.



Angry

But in the culture of Russia, a face smiling or nodding, and looks is considered a betrayal.




Happy

Small text at the bottom: <https://www.skillsyouneed.com/paralanguage.html>

## The Mystery of Yawning

The yawn yawn yawn




Involuntarily open one's mouth wide and inhale deeply due to tiredness or boredom.

We all do it, humans and animals alike. We wake up, we yawn and straight and make strange noises. In the middle of the day, hunched over our computer monitors, typing away. At night, halfway through our Netflix show. But why do we yawn, does it have an effect on us, and what should we do if we keep yawning?


### The Many Theories

We don't have a bulletproof answer for why we yawn. Instead, we only have a set of theories.




- 1 Yawning helps your body bring in more oxygen.
- 2 Yawning helps your body get rid of excess carbon dioxide.
- 3 Yawning is evolutionary and a form of prehistoric man intimidating predators.
- 4 Yawning was a sign that a change in activities is needed.
- 5 Yawning is a result of feeling bored.
- 6 Yawning cools the brain, allowing for clear thinking (the current theory).


### What Happens When We Yawn?




We take a very deep breath



Our muscles stretch and flex, along with our joints

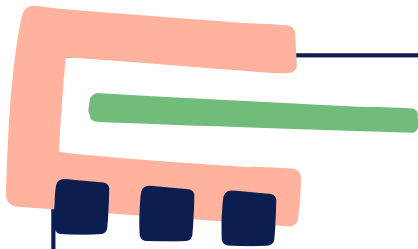


Our lungs expand, taking in a large amount of oxygen



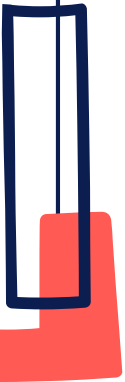
Our facial muscles stretch, forcing more blood to flow to those areas (including the brain)

Infographic, is a collection of imagery, data visualizations like pie charts and bar graphs, and minimal text that gives an easy-to-understand overview of a topic.



**Instruction:** Develop slides for presentation about “**Industry Job Practice**” in a company that you have ever known well. Use steps and expressions you have learnt above. Your report should also fulfill the criteria below.

- ✓ Opening a presentation
- ✓ Presenting the ideas
- ✓ Elaborating the ideas
- ✓ Drawing conclusion
- ✓ Closing the presentation



# Task

**Instruction:** In the zoom meeting, each student is to present the slides above. In this section, you have learnt the following competences. Read each competence very carefully, and then put a tick (✓) in the right column to score your mastery.

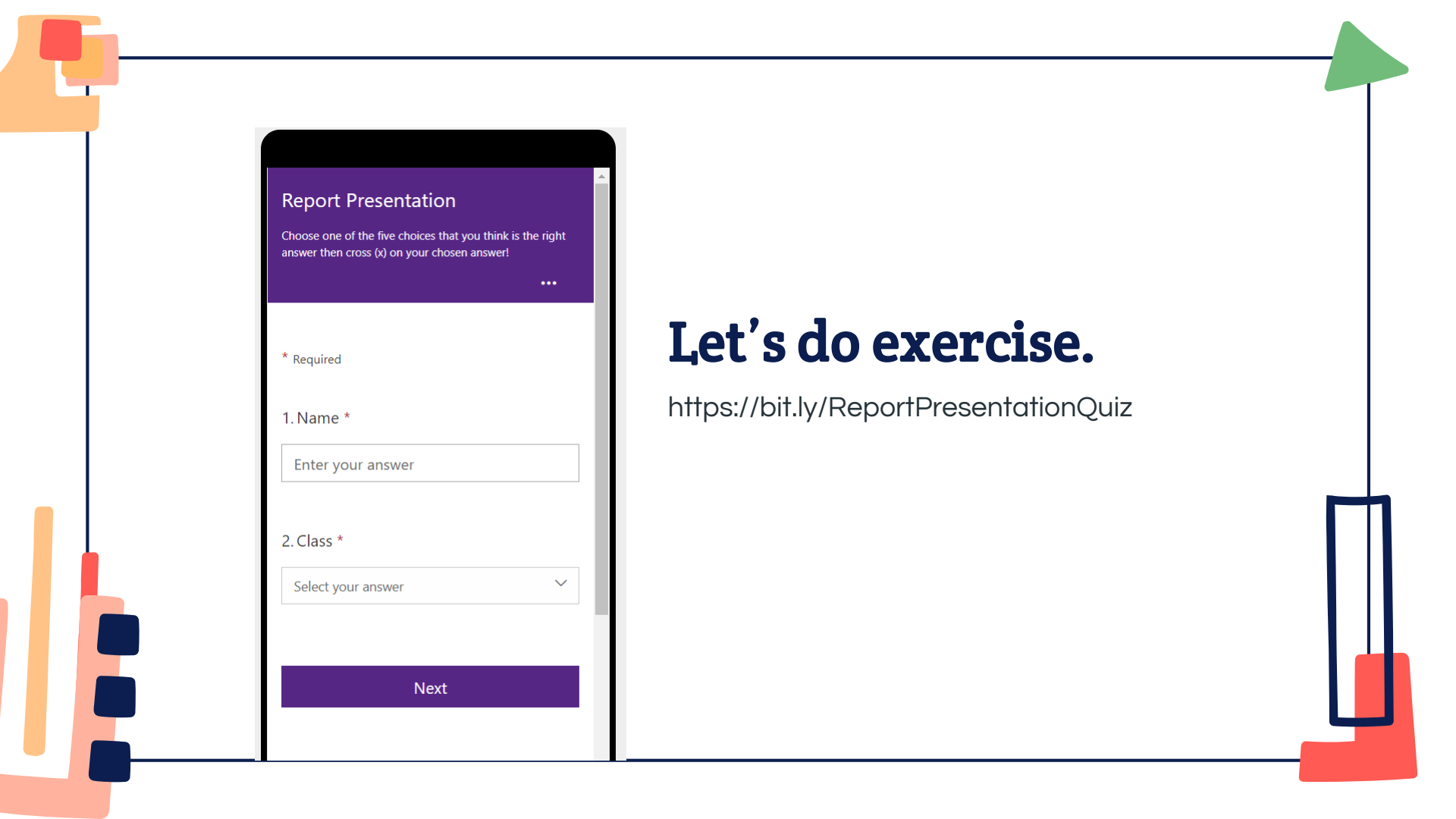
No.	Competences	Your Score		
		A	B	C
1.	Responding to a presentation			
2.	Discussing ways to open a speech			
3.	Understanding a letter of report			
4.	Combining sentences in order to form a good paragraph			
5.	Making a presentation using Ms. Power Point/another media			
6.	Writing a report			

**Note:**

A: Better

B: Good

C: Not Bad



Report Presentation

Choose one of the five choices that you think is the right answer then cross (x) on your chosen answer!

...

\* Required

1. Name \*

2. Class \*

Next

# Let's do exercise.

<https://bit.ly/ReportPresentationQuiz>



Ms. F. Farhana, M.Pd

# Thanks!

Education is what survives when  
what has been learned has been  
forgotten.

-B. F. Skinner

Lampiran 4:

**LATIHAN KERJA PESERTA DIDIK**

Peserta didik **menganalisis** video yang disajikan tentang presentasi terkait laporan penulisan laporan secara sederhana.

<b>What the subject of the presentation?</b>	:
<b>What media does he use to present him presentation?</b>	:
<b>Decide the information</b>	:



## LATIHAN KERJA PESERTA DIDIK

Peserta didik **menyajikan** hasil penulisan laporan sederhana dengan mempresentasikan (*Report Presentation*) berdasarkan fungsi sosial, struktur teks, dan unsur kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi yang terjadi di lapangan praktik kerja.

**Instruction:** Develop slides for presentation about “**Industry Job Practice**” in a company that you have ever known well. Use steps and expressions you have learnt above.

Your report should also fulfill the criteria below.

- 1) Opening a presentation
- 2) Presenting the ideas
- 3) Elaborating the ideas
- 4) Drawing conclusion
- 5) Closing the presentation

**Instruction:** In the zoom meeting, each student is to present the slides above.

In this section, you have learnt the following competences. Read each competence very carefully, and the put a tick (✓) in the right column to score your mastery.

No.	Competences	Your Score		
		A	B	C
1.	Responding to a presentation			
2.	Discussing ways to open a speech			
3.	Understanding a letter of report			
4.	Combining sentences in order to form a good paragraph			
5.	Making a presentation using Ms. Power Point/another media			
6.	Writing a report			

**Note:**

A: Better

B: Good

C: Not Bad



Lampiran 5:

## EVALUASI PENILAIAN

Choose one of the five choices that you think is the right answer then cross (x) on your chosen answer!

### How to Give a Successful Presentation

There are so many interesting presentations. But, they are destroyed by the bad speaker. As the speaker itself, giving a bad presentation is like a nightmare because speakers hold the interest of their audience. They should avoid errors as soon as possible. If the chance of errors can be avoided, the chance of getting big attention is higher. Then, how to make a good presentation?

There are fundamental differences between oral and written report. In oral presentation, speaker needs to follow the speaker who presents the materials. In the written report, the reader can skip the unnecessary part to jump to the content, conclusion, recommendation, etc. So, what should we do? We should speak as confident as possible. Besides that, the detail of the topic should treat separately. It can make the audience feel curious and eager to follow the speaker.

1. What is the main disturbance of interesting presentation?
  - A. Bad audience.
  - B. Bad interview.
  - C. Good speaker.
  - D. Bad speaker.**
  - E. Good audience.
  
2. What should the speaker do to get the big attention?
  - A. Ignoring the audience's attention.
  - B. Dismissing the audience's attention.
  - C. Permitting the error as good as possible.
  - D. Allowing the mistake of the presentation.
  - E. Avoid the error as good as possible.**
  
3. Why should the presentation speaker put the topic separately?
  - A. To make curious the audiences.**
  - B. To permit the audiences misconception.
  - C. To make misunderstanding of the audiences.
  - D. To make misconceiving of the audiences.
  - E. To let the audiences perfunctory.



4. “It can make the audience feel curious and eager to follow the speaker.” The word underlined has the synonym with ...
- A. intimate
  - B. trigger
  - C. desire**
  - D. acknowledge
  - E. cognise
5. “in the oral presentation, speaker needs to follow the speaker who presents the materials.” The opposite of the word underlined is ...
- A. unwritten
  - B. talked
  - C. spoken
  - D. written**
  - E. uttered

### Answer Key

- 1. D
- 2. E
- 3. A
- 4. C
- 5. D

