

HANDOUT 1

How should you prepare for your group presentation?

1. Select the theme(s) you intend to create your presentation on.
2. Study the content of the corresponding theme sheet(s) (**Handout 2**) and look up the meaning of any new vocabulary item.
3. Study the presentation structure (**Handout 3**).
4. Study the functional vocabulary for presentations. (**Handout 4**)
5. Now write down your aims:
 - a. write down key points which they order
 - b. decide who is going to say what and how
6. Agree upon the design and contents of the slides of your presentation, and create the **PowerPoint** slides.
7. Study the presentation template (**Handout 5**).
8. Write the scripts.
9. When ready, practise your presentation at your desk, out loud, from the beginning to the end. Make any corrections needed. Then repeat, once again.
10. Now rehearse outside the class.
11. Finally, deliver your presentation in front of the class. Answer the questions.

HANDOUT 2: THEME SHEETS

FORGIVENESS

- Psychologists generally define forgiveness as “a conscious, deliberate decision to release feelings of resentment or vengeance toward a person or group who has harmed you, regardless of whether they actually deserve your forgiveness.
- Just as important as defining what forgiveness *is*, though, is understanding what forgiveness *is not*.
 - Experts who study or teach forgiveness make clear that when you forgive, you do not gloss over or deny the seriousness of an offense against you.
 - Forgiveness does not mean forgetting, nor does it mean condoning or excusing offenses.
 - Though forgiveness can help repair a damaged relationship, it doesn't obligate you to reconcile with the person who harmed you, or release them from legal accountability.
- Instead, forgiveness brings the forgiver peace of mind and frees him or her from corrosive anger. While there is some debate over whether true forgiveness requires positive feelings toward the offender, experts agree that it at least involves letting go of deeply held negative feelings. In that way, it empowers you to recognize the pain you suffered without letting that pain define you, enabling you to heal and move on with your life.
- While early research focused on forgiveness of others by individuals, new areas of research are starting to examine the benefits of group forgiveness and self-forgiveness.

SOURCE: [HTTPS://GREATERGOOD.BERKELEY.EDU/TOPIC/FORGIVENESS/DEFINITION](https://GREATERGOOD.BERKELEY.EDU/TOPIC/FORGIVENESS/DEFINITION)

FAMOUS QUOTES ON FORGIVENESS

Learn to enjoy every minute of your life. Be happy now. Don't wait for something outside of yourself to make you happy in the future. Think how really precious is the time you have to spend, whether it's at work or with your family. Every minute should be enjoyed and savoured.

—Earl Nightingale

To enjoy good health, to bring true happiness to one's family, to bring peace to all, one must first discipline and control one's own mind. If a man can control his mind he can find the way to Enlightenment, and all wisdom and virtue will naturally come to him.

—Buddha

Source: https://www.brainyquote.com/quotes/lex_luger_566428

INSPIRATION

- “The process of being mentally stimulated to do or feel something, especially to do something creative.” (The Oxford Dictionary)
- Commonly we think of people being randomly struck by a flash of inspiration, so we see inspiration as a feeling that occurs almost by accident. However, as the start of that dictionary definition states, inspiration is a process. We become mentally stimulated (inspired) to do something. For those who want to feel inspired, the key is to learn how to create an inspired state when we need to. Inspiration can be triggered in many ways:
 - Some people find inspiration in books.
 - Some find inspiration in music.
 - Some people are inspired when surrounded by nature.
 - Some people grab a pad and some colouring pencils and start doodling.
 - Some people become inspired to create, when an internal or external deadline approaches.
 - Some find inspiration through affirmations or positive self-talk.
 - Some find inspiration comes when they are doing some type of physical activity. For me, it's walking that works best.
 - Some find inspiration in the design of an everyday item.
 - We don't need to wait to be struck by inspiration. We can find the things that work best for us, then build a strategy that uses them.

Creating your inspiration strategy

- It starts by **deliberately** monitoring the things that inspire you the most. Write them down. Then, **incorporate** them **into** your **work flow**, so that you can get into an inspired state when you need to, rather than just when it **randomly** occurs.
- As well as inspiring ourselves to create, we also need to motivate ourselves to put what we have created **into action**. It's one thing to have a great idea sketched out on paper – it's something else to actually use that idea.
- We need to learn to give our ideas the chance to fly. We need to give our answers the chance to **make a difference**. This means we need to **back them up with intelligent activity**.

Source: <https://jimsmarketingblog.com/2012/10/01/what-is-inspiration-steve-jobs-and-picasso-provide-some-insights/>

QUOTES ON INSPIRATION

Good artists copy, great artists steal. —Picasso

“Do one thing every day that scares you. — Eleanor Roosevelt

Attitude is a choice. Happiness is a choice. Optimism is a choice. Kindness is a choice. Giving is a choice. Respect is a choice. Whatever choice you make makes you. Choose wisely.”

— Roy T. Bennett, *The Light in the Heart*

Source: <https://www.goodreads.com/quotes/tag/inspiration>

SOCIAL PREJUDICE

- Prejudice can have a strong influence on how people behave and interact with others, **particularly** with those who are different from them.
- Prejudice is a **baseless** (alusetu/ põhjendamatu) and usually negative attitude toward members of a group.
- Common features of prejudice include negative feelings, **stereotyped beliefs**, and a tendency to **discriminate against** members of the group.
- While specific definitions of prejudice given by social scientists often differ, most agree that it involves **prejudgments** (eelhinnangud) that are usually negative about members of a group.
- When people hold **prejudicial attitudes** (negatiivne suhtumine) toward others, they paint every individual who holds particular characteristics or beliefs with a very broad brush and fail to really look at each person as a **unique individual**.

Types

Prejudice can be based on a number of factors including sex, race, age, sexual orientation, nationality, socioeconomic status, and religion. Some of the most well-known types of prejudice include:

Racism	Nationalism
Sexism	Religious prejudice
Classism	Ageism
Homophobia	Xenophobia

Prejudice and Stereotyping

- A stereotype is a **simplified assumption** (lihtsustatud arusaam) about a group based on prior experiences or beliefs.
- Stereotypes can be **positive** ("women are warm and nurturing") or **negative** ("teenagers are lazy").
- Stereotypes can not only lead to **faulty beliefs** (väärad uskumused), but they can also **result in** both prejudice and **discrimination**.

Prejudice and Stereotyping Are Mental Mistakes (mõtlemisvead)

- Prejudice and stereotyping are just two examples of the mental mistakes that result from our tendency to quickly categorize information in the world around us.

Source: <https://www.verywellmind.com/what-is-prejudice-2795476>

QUOTES ON PREJUDICE

"Prejudices, it is well known, are most difficult to eradicate from the heart whose soil has never been loosened or fertilised by education: they grow there, firm as weeds among stones." — Charlotte Brontë, Jane Eyre

"Do you know what we call opinion in the absence of evidence? We call it prejudice." — Michael Crichton, State of Fear

Source: <https://www.goodreads.com/quotes/tag/prejudice>

STATESMANSHIP

- Statesmanship can roughly be defined as morally excellent leadership at the polity level. Historians, journalists, and others usually ascribe it ex post to great political figures who have led their state through times of war and crisis—men like Lincoln, Churchill, or De Gaulle.
- President Truman once reputedly quipped that “[a] statesman is a politician who has been dead 10 or 15 years”.
- Dannhauser therefore rightly qualifies: “A statesman is (...) not simply a politician, but an extraordinary politician who exercises wise leadership.”
- Statesmanship is not just playing the game of politics well but making that very game possible.
- Apparently, statesmanship particularly occurs in the face of great difficulties.
- Statesmanship is distinguished by its aim (achieving the general good in meeting a stream of contingencies), its scope (the major activities in the life of a people), and its means (political)
 - So, concretely, a tyrant can have great leadership skills, but never be a statesman insofar as he does not aim at the common good (or, in modern terms, the general interest), but only at a very partial one (aim).
 - The director of a public agency, next, differs from a statesman insofar as he deals only with his organization and its direct environment and not with the broad interests of the political community at large (scope).
 - And a military commander, finally, cannot be a statesman insofar as his form of rule depends on physical force rather than on politics (means).
- Not everybody can be a statesman. But exercising statesmanship is quite possible. As Dannhauser put it: “Statesmanship is not as rare as statesmen, because on occasion quite ordinary men are capable of the extraordinary deeds we designate as acts of statesmanship, but it is rare enough.”
- In our century, public officials still and perhaps increasingly need to show moral excellence (virtue) while acting with nonviolent ways (means) for the general interest (aim) of the widest possible political community (scope).

Source: <https://www.randfonline.com/doi/full/10.1080/10457097.2016.1229563>

QUOTES ON STATESMANSHIP

Political parties are on the hunt to search and destroy each other, as though we were involved in some kind of enemy combat, rather than the work of statesmanship. — John Lewis

On Lincoln: A profound common sense is the best genius for statesmanship. — James Russell Lowell

Source: <https://www.goodreads.com/quotes/tag/statesmanship?page=2>

HANDOUT 3: PRESENTATION STRUCTURE

Slide 1

Title

- Your names
- Date and place

Slide 2

The theme(s)

- Meaning
- Examples
- Quotes by well-known people

Slide 3

How was this theme/ were these themes represented in the film “Invictus”?

- 2-3 examples from the storyline

Slide 4

What is your group’s experience with this theme/ these theme(s)?

- 2-3 examples from your own life

Slide 5

Why is this theme/ are these themes important to your group?

- How much did the four of you know about all those various aspects related to the theme(s) before watching the film?
- Which new knowledge and understanding have you gained while preparing for this presentation?

Slide 6

Why should your fellow students care?

- In which ways might others benefit from your presentation? Give examples.
- In which areas could they realise the new information you gave to them in their everyday life? Give examples.

Slide 7

Final words

- Something your fellow students should take with them after listening to your presentation.
- Show here the (web) sources you used.

Slide 8

Thank your audience.

- questions-answers

HANDOUT 4: FUNCTIONAL VOCABULARY FOR PRESENTATIONS

Clear structure, logical progression

Good presenters always use language (sometimes single words, sometimes phrases) which shows where they are in their presentation. These 'signposts' make it easier for the audience to:

- follow the structure of the presentation
- understand the speaker more easily
- get an idea of the length and content of the presentation

Welcoming

- Good morning/ good afternoon

Introducing yourselves

- Let us introduce ourselves; we are (your names)

Introducing your presentation

- The purpose of our presentation is to
- We're hoping to cover ... points: firstly, ... , after that we will look at ... , (we then go on to ...; also/ not less importantly, we'd like to draw your attention to...) and finally we'll

Explaining that there will be time for questions at the end

- If you have any questions you'd like to ask, please leave them until the end, when we'll be happy to answer them.
- If there are any questions you'd like to ask, please leave them until the end, when we'll do our best to answer them.

Starting the presentation

- To begin with
- To start with
- Let's start/begin by looking at
- We'd like to start by looking at
- Let's start with / start by looking at

Closing a section of the presentation

- So, that concludes [title of the section]
- So, that's an overview of
- I think that just about covers

Beginning a new section of the presentation

- Now let's move on to
- Now let's take a look at
- Now we'd like to move on to
- Next we'd like to take a look at
- Moving on to the next part, we'd like to
- Moving on to the next section, let's take a look at

Concluding and summarising the presentation

- Well, that brings us to the end of the final section. Now, we'd like to summarise by
- That brings us to the end of the final section. Now, if we can just summarise the main points again.
- That concludes my presentation. Now, if we can just summarise the main points.
- That's an overview of Now, just to summarise, let's quickly look at the main points again.

Finishing and thanking

- Thank you for your attention.
- That brings the presentation to an end.
- That brings us to the end of our presentation.
- Finally, we'd like to finish by thanking you (all) for your attention.
- Finally, we'd like to end by thanking you (all) for coming today.
- We'd like to thank you (all) for your attention and interest.

Inviting questions

- If anyone has any questions, we'll be pleased to answer them.
- If anyone has any questions, we'll do my best to answer them.
- If anyone has any questions, please feel free to ask them now.
- If anyone has any questions, please feel free to ask them and we'll do my best to answer.

Source: <https://speakspk.com/resources/general-english-vocabulary/presentation-language-phrases-3>

HANDOUT 5: PRESENTATION TEMPLATE

INTRODUCTION

- 1. Welcome audience.
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- 2. Introduce yourself.
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- 3. State your topic.
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- 4. Describe the structure of your talk (the main points and when you will be dealing with them).

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MAIN PART

- 5. Introduce your main points and give details.

Main point 1 /Slide 2

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- Main point 2/Slide 3**

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Main point 3/ Slide 4

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Main point 4 / Slide 5

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Main point 5 / Slide 6

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CONCLUSION

6. Signal the end of your talk.

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7. Summarize the key points.

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8. . Make you final statement.

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9. Invite questions.

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