

Exercise 8 – Navigate B1 – a presentation

Source: Krantz, C., Norton, J. *Navigate B1 Pre-intermediate – Coursebook*. OUP: 2015. Unit 11 p. 113 ex. 10a

Look at the slide B. What problems are with the slide? Download and correct the mistakes (either work with the e-version or print the handout and upload the corrected version back here). (*Podívejte se na snímek B. Jaké části jsou problematické? Stáhněte si jej a opravte chyby (buď pracujte s elektronickou verzí nebo si pracovní list vytiskněte a poté opravenou verzi nahrajte sem zpět.)*)

Data Protection at work

- There can sometimes be lots of probelsm with data protections at work.
- It's not a good idea to leave your work computer unlocked and you should never tell people in your office your computer password.
- Also you shouldn't leave lots of papers on your desk and go away form your desk for a long time.
- I don't think you should lend someone your work laptop either.
- Don't leave your work files or laptop in your car because someone might steal them.

Slide B

For inspiration there is also the Language for writing box.

LANGUAGE FOR WRITING writing for a presentation

Content

- Include key points only.
- Check the information is correct.

Language

- Use short simple words and phrases.
- Miss out unnecessary words (e.g. *a, the, and, because*).
- Avoid contractions (e.g. *doesn't, can't*) and use full forms instead (e.g. *does not, cannot*).
- Do not use personal expressions (e.g. *I think, you should*).
- Use general words to express ideas (e.g. *do not include your PIN number or bank account number in an email* → *do not include your bank details in an email*).

Design

- simple, clear and easy to read
- attractive (pictures, photos, diagrams)