

### Activity Type

Reading, writing and speaking activity, pair work

### Focus

Presentation skills

Improving fluency

Planning and structuring a presentation

### Aim

To give short presentations using the 4-3-2 method in order to help improve fluency.

### Preparation

Make a copy of the worksheet for each student.

### Level

Intermediate (B1)

### Time

30 minutes

### Introduction

In this presentation fluency practice activity, students give short presentations using the 4-3-2 method in order to help improve fluency.

### Procedure

Give each student a copy of the worksheet.

First, students read a brief introduction to the 4-3-2 method. Students then select a presentation topic from the list provided or choose their own topic.

Next, students have two minutes to prepare an outline for a two to three-minute presentation. The outline should include the main idea and a list of supporting ideas with additional examples and explanations.

Stress to the students that they must only write keywords and phrases and not complete sentences as in the example. If you wish, you can time this part of the activity. Students can refer to their outline during their presentations, but there should be no reading directly from notes.

Next, divide the class into two groups (A and B). Then, follow the steps below.

1. Students pair up with a member of the other group.
2. Either display an online timer on a projector screen or time the presentation on your phone. Start timing and have Student A present their talk to Student B for four minutes.
3. After four minutes, stop the clock and have the students find a new partner from the other group.
4. Repeat the process above, but now, give Student A three minutes to give the same talk.
5. Repeat the process again, giving Student A two minutes to complete their talk.
6. Repeat all the steps above, but this time Student B talks three times while Student A listens.

The idea behind this activity is that it gives students multiple practices so that after each presentation, they should be speaking with increased fluency, making corrections and avoiding mistakes in each subsequent practice. The activity also ensures that every student gets valuable speaking time during the lesson.

An important feature of an effective presentation is smooth and confident delivery of the content. It is uncomfortable for both the presenter and the audience when the presentation is full of noticeable false starts, hesitations, and long pauses.

To avoid these problems, it pays to work on your fluency as part of the preparation of your presentation. This worksheet introduces you to the 4-3-2 method which helps improve your speaking fluency by repeating the same presentation three times, decreasing the time of the talk each time.

A. To begin, choose a familiar topic for a short two or three-minute presentation. If you can't think of your own topic, choose one from the options below.

**Presentation Topics**

- |  |                                   |
|--|-----------------------------------|
| 1. Effective language learning habits        | 4. Your favourite restaurant      |
| 2. Benefits/drawbacks of playing video games | 5. A product recommendation       |
| 3. How to make a good first impression       | 6. A book or movie recommendation |

B. Take 2 minutes to write a simple outline for your presentation. The outline should include the main idea and a list of supporting ideas with additional examples and explanations. Write keywords and phrases and not complete sentences as in the example below.

**Example Outline**

Main idea: *Japan – good travel choice*

Supporting idea 1: *good sightseeing – Mt. Fuji, temples, and traditional villages*

Supporting idea 2: *delicious food – ramen, sushi, and Michelin star restaurants*

Supporting idea 3: *local people – Friendly, polite, and fun-loving*

**Your Outline**

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C. Now, give the same short presentation three times, presenting to a different partner each time. For the first presentation, you have 4 minutes to talk, for the second, you have 3 minutes, and for the third, 2 minutes.