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Steven Gershon
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UNIT GOALS
- interview a classmate about friends and friendship
- talk about personality, interests, and activities
- brainstorm, select, and organize ideas into an outline
- learn about the parts of a good introduction and conclusion
- make effective note cards and use eye contact
- prepare and give a presentation about a good friend

1 A good friend

Exploring the topic

1 FriendNet Profiles

A Read the quote about friendship at the top of the FriendNet homepage. What do you think it means? How is friendship like a bird's nest? Share your ideas with a partner.

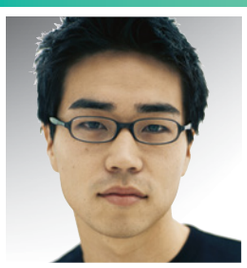
I think friendship is like a bird's nest because they both . . .

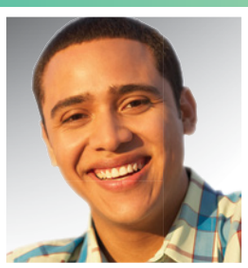
Welcome to **FriendNet.cup!**

"Birds have nests; humans have friendship."



CHECK OUT THESE PERSONAL PROFILES. >>









	Hi, I'm Ken	*Yo, I'm Tony*	*Hiya, I'm Sarah*	*Hello, I'm Melissa*
Age	23	21	19	26
Occupation	sales representative	student	student	nurse
Hometown	Tokyo	Chicago	London	Sydney
Interests	blogging, gaming	soccer, basketball	cooking, dancing	diving, photography
Likes	Twitter, coffee, horror movies	Man United, burgers, motorcyles	tea, dogs, spy novels	spicy food, the sea, cats
Dislikes	exercise, crowded trains, health food	winter, vegetables, tests	broccoli, crowded trains, alarm clocks	sci-fi movies, cloudy days, junk food
Personality type	nerdy, quiet, a little messy	athletic, easygoing, relaxed	wild and crazy	outgoing, active, reliable
Music	metal, hard rock	classic rock, Latin, New Age	hip-hop, house, techno	classic rock, reggae, jazz
Fashion style	Black!	casual and sporty	Gap and Zara	T-shirt, jeans, and sandals
Hang-out spot	my room	Tully's café	my fitness club	Bondi Beach

B Read the personal profiles. What do you have in common with these people? Which person seems the most interesting to you as a friend? Why? Tell your partner.

I have a few things in common with Melissa. For example, I'm also into . . .

I think Sarah seems most interesting as a friend because she . . .

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2 Friendship questionnaire

A Work with a partner. Ask each other the questions below. Make notes in the chart about your partner.

Friendship Questionnaire

Partner's name:

Questions

	Notes
1 Are friends an important part of your life?	
2 What kind of people do you get along with the best?	
3 What do you usually do with your friends?	
4 Who has been your friend the longest? (your oldest friend)	
5 Who is your newest friend?	
6 In what ways are you and your friends similar or different?	
7 Do you have a best friend?	
8 How would you complete the sentence below? *A good friend is someone who . . .*	

B Join another pair of students. Tell them three interesting things about your partner.

My partner is Lucy. Friends are a very important part of her life . . .

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Focusing on language

1 Personalities

A How do people describe their personality? Use words from the box to complete the sentences. Then check with a partner.

Words to describe people				
a morning person	active	laidback and relaxed	neat and tidy	_____
a night person	adventurous	messy	outgoing	_____
a workaholic	funny	moody	quiet and serious	_____

People who . . .

love going out and meeting new people are *outgoing*.
keep all their things in the correct place are _____.
like to tell jokes and make others laugh are _____.
like staying up late and hate getting up early are _____.
enjoy trying new things are _____.
do lots of things to fill their time are _____.
don't talk or joke around so much are _____.

B What other words can you use to describe people? Add more words to the box above. Then compare with a partner.

4 **C** Watch or listen to Patrick, Emma, and Jason describing their friends. Circle the correct information for each friend. Then check your answers with a partner.



My friend Nick
Friends since: elementary / junior high / high school
Our personalities: similar / different
He is: quiet and serious / messy / neat and tidy
He likes: sports / music / hanging out



My friend Hana
Met where: club / part-time job / English class
Our personalities: similar / different
She is: moody / outgoing / adventurous
She likes: karaoke / Italian food / meeting people



My friend Sami
Friends for: 3 years / 5 years / 13 years
Our personalities: similar / different
He is: lazy / active and energetic / funny
He likes: outdoor sports / computer games / telling jokes

2 My friends

A Complete the chart with words that describe three of your friends. Give examples for each word.

Friend	Description	Examples
Kevin	*active*	*likes playing sports, enjoys hiking, camping*
1		
2		
3		

B Work with a partner. Take turns describing yourself and your friends.

Kevin's very active. He likes playing sports and enjoys . . . He's also . . .

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3 Interests and activities

A What kinds of things do friends often do together? Add your own ideas to the list below.

Interests and activities		
chatting online	playing sports	_____
going out to eat	seeing a movie	_____
going shopping	singing karaoke	_____

5 **B** Now watch or listen to Patrick, Emma, and Jason talk about the things they do with Nick, Hana, and Sami.

Check (✔) two activities for each person.

		When
1 Patrick	☐ playing the piano ☐ going to blues clubs ☐ going to classical concerts	_____
2 Emma	☐ singing karaoke ☐ trying new restaurants ☐ hanging out at the mall	_____
3 Jason	☐ training for a triathlon ☐ paragliding ☐ talking at a coffee shop	_____
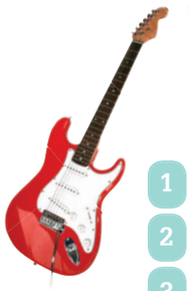
5 **C** Watch or listen again. Write on the lines when they do the activities.

4 Activities survey

A Ask three classmates about things they do with their friends and complete the chart.

How often do you hang out with your friends?

What do you like doing with your friends?



	Classmate	Activities	When
	Ken	surfing, playing the guitar	
1			
2			
3			

B Tell the class what you found out about your classmates and their friends.

Ken likes going surfing with his friends. He also . . .

Talking about interests and activities

He loves / hates / can't stand	playing the guitar
He likes / doesn't like	watching sports
She enjoys / doesn't enjoy	going to museums
She's into / isn't into	hard rock
We both love / like / enjoy	action movies



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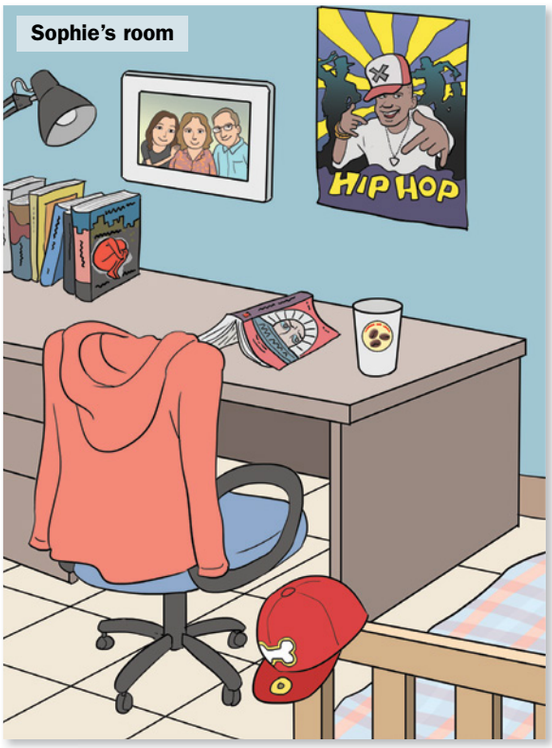
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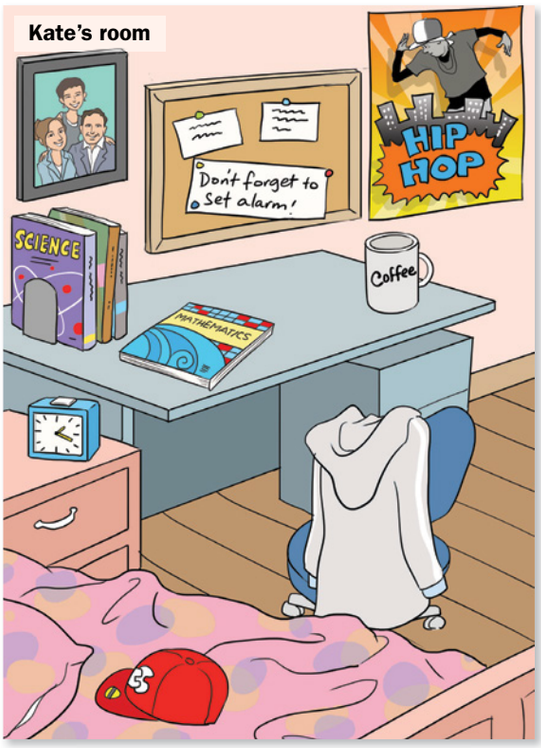
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Organizing ideas

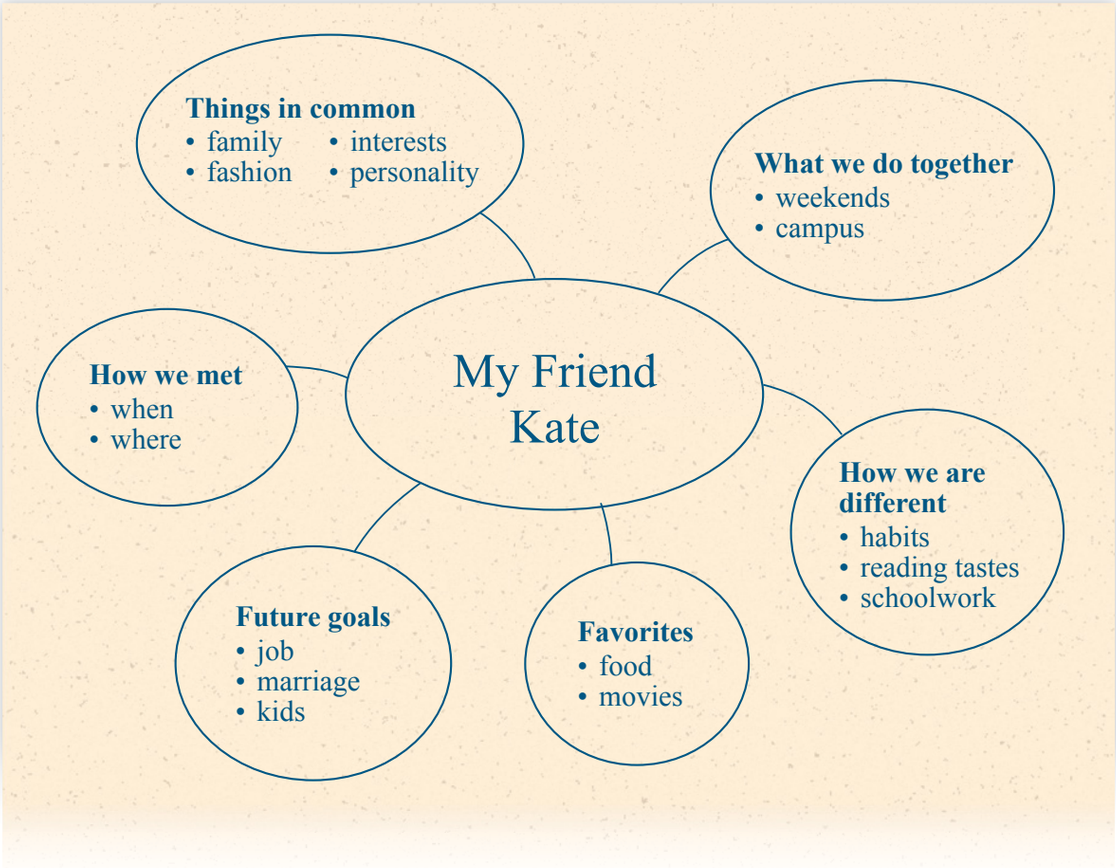
1 Sophie's brainstorming map

A Look at the pictures of Sophie's room and her friend Kate's room. What do you think Sophie and Kate have in common? How are they different?





B Read Sophie's brainstorming notes for the body section of her presentation about her friend Kate. Check (✔) the topics she included in her outline on page 13.



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2 Sophie's presentation outline

A Use Sophie's additional notes to complete the body section of her presentation outline.

- ~~at high school dance circle~~
- twice a month dance class near campus
- mothers are elementary school teachers
- only reads music magazines
- smart, top student
- like to wear street fashion
- Kate sleeps late weekends; me, up at 8 a.m.
- positive, optimistic

6 **B** Watch or listen to Sophie's full presentation. Check the notes you added to the body section.

My Friend Kate presentation outline

Introduction

Body

A How we met
- four years ago
- *at high school dance circle* _____

B Things in common
- family: only child; _____
- personality: easygoing and laid-back; don't argue much; _____
- interests: hip-hop music; _____

C How we are different
- school: Kate is good at math, _____ ; I'm good at English
- reading tastes: I love reading novels; Kate _____
- sleeping habits: _____

D What we do together
- weekends: hang out at mall; coffee at Starbucks
- _____

Conclusion

C Talk with a partner.

1 What do you have in common with Sophie and Kate?
2 In what ways are you different?

Actually, I think my personality is very different from Sophie and Kate. I'm kind of quiet and . . .

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Adding impact

1 Introduction and conclusion

Audiences usually remember best what they hear first and last. Therefore, your introduction and conclusion should make a powerful impact. What goes into a good introduction and conclusion?

A Draw lines to match each introduction or conclusion part with its purpose.

Part	Purpose	I/C	Order
Closer	to tell the audience the main subject of your presentation	____	____
Greeting	to show appreciation to the audience for listening to you	____	____
Opener	to remind the audience of the main points	____	____
Preview	to make it clear that you're going to finish soon	____	____
Review	to give a "roadmap" of the main points you will include	____	____
Signal phrase	to calm your nerves and connect with the audience	I	1
Thanks	to leave the audience with a final memorable thought	____	____
Topic statement	to grab the audience's attention	____	____

B Write I (introduction) or C (conclusion) next to each sentence above. Then number them (1–8) in the order you think they should come in a presentation.

C Look at the pictures and write the correct number next to each sentence below. Then check with a partner.

A



Finally, I truly believe that Ye-Jun and I will be best friends for life.

____

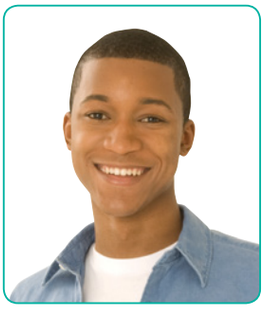
C



Hello everyone. I'm Lisa and I'm happy to speak with you today.

____

E



A common saying about friends is, "Friends are like stars. You don't always see them, but you know they are there."

____

G



You now know why Mei and I are such good friends: because we have so much in common.

____

B



So, in closing, . . .

____

D



I'll explain how we met, what we have in common, and how we're different.

____

F



Thank you for listening.

____

H



Today, I want to tell you about my best friend.

____

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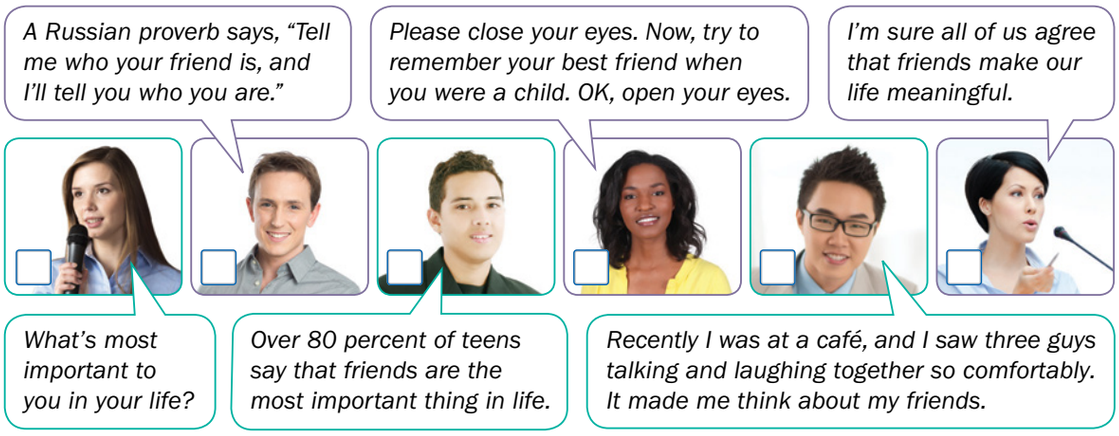
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2 Openers

After you greet the audience, you can use an opener as a hook to grab the audience's attention. Here are six common types of opener.

1 A quotation or proverb	**3** A question	**5** An instruction or task
2 A story or a "mystery" list	**4** A general statement	**6** An interesting fact or statistic

A What type of opener is each presenter using? Match the openers in the box with the speakers.



7 **B** Watch or listen to Sophie's introduction. Complete her opener. What type of opener does she use?

In Nigeria, _____ about friendship: Hold your friends in both hands.

C Practice introducing the quotations and proverbs below with a partner.

Hold your friends in both hands.
Friendship is one mind living in two bodies.
A true friend is like a sheltering tree.

Introducing a quotation or proverb

I'd like to begin with a quote (from) . . .
There's a saying/proverb (in . . .) about . . .
A wise person once said: . . .

3 Closers

Your presentation's closing statement should give your audience a memorable final impression.

A Here are six common types of closer. Match each type with the statement below.

1 A thought or comment about the future	**4** A call to action
2 A recommendation or invitation	**5** A quotation or proverb
3 A statement about the topic's importance	**6** A request for others to share: "pass the mike"

A *Next August, why don't you celebrate Friendship Day with all your friends!* ____
B *Now that you've heard all about my friend, I'd like to hear about yours.* ____
C *In the end, I know that whenever I truly need a friend, Jan will always be there for me.* ____
D *I'd like to end with another quote: A true friend is someone who brings out the best in you.* ____
E *Put your friends first and support them because they are more important than anything.* ____
F *All in all, what really makes our friendship strong is our respect for each other.* ____

8 **B** Watch or listen to Sophie's conclusion. What type of closer does she use?

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Developing presentation techniques

1 Note cards

It's important to practice a lot before you give your presentation in front of an audience. However, it's not necessary to memorize every word. You can use note cards to remind you of your key points. This will help you feel more confident and relaxed during your presentation.

A Look at the notes that Sophie and Jason used during their presentations. Which tips below did each speaker follow? Write S (Sophie) or J (Jason) in the box next to each tip.

Sophie

Body 1: How we met
- four years ago
- at high school dance circle

Body 2: Things we have in common
- **family:** only child; mothers are elementary school teachers
- **personality:** easygoing and laid-back; positive, optimistic; don't argue much
- **interests:** hip-hop music; like to wear street fashion

Body 3: How we are different
- **school:** Kate – good at math, smart, top student; Me – good at English
- **reading tastes:** Me – love reading novels; Kate – only reads music magazines
- **sleeping habits:** Kate sleeps late weekends; me, up at 8 a.m.

Jason

I met Sami three years ago when we were first-year students in university in London. His personality type? Let's see, definitely *not* the lazy type, that's for sure. Sami's incredibly active and energetic – we both are – so that's probably why we became friends. He always wants to be outdoors, playing sports, hiking, running, whatever. He also likes to tell jokes, so my friends and I are always laughing when we hang out with him.

Sami loves trying new things – especially extreme sports. Right now he's into paragliding and kitesurfing. That's a bit too much for me. I prefer running, cycling, and swimming. They're a lot safer and really good exercise. Actually, Sami and I are training together for a triathlon race. That's what we do twice a week, on Wednesday evening and Sunday afternoon. After our training, we usually go to the nearest coffee shop to plan our next training session.

Note card tips

- ☐ Use postcard-size index cards
- ☐ Use A4-size paper
- ☐ Write out the whole presentation
- ☐ Write only the main points and keywords
- ☐ Write large so the notes are easy to see
- ☐ Write small to fit everything on one card
- ☐ Write complete sentences so you can read easily
- ☐ Write short phrases as reminders
- ☐ Write on both sides to include more information
- ☐ Write on one side only
- ☐ Write in paragraph form
- ☐ Use bullet points to separate key ideas
- ☐ Number each card in the same place
- ☐ Label the paper "Front" and "Back"
- ☐ Write in black or blue ink only
- ☐ Use colored pens to highlight keywords and key phrases

B Compare your answers with a partner. Which speaker has the most effective, useful notes? Why?

Practice

Rewrite Jason's notes on the note cards. Follow the tips Sophie used. Then compare with a partner.

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2 Eye contact

Making eye contact with members of the audience is a great way to connect with them one-to-one so they feel more involved. You can follow some simple tips to help you use eye contact effectively when you are speaking.

A What do you think these speakers are doing wrong? Share your ideas with a partner.



B Match the eye contact tips with their descriptions below. Then compare with a partner.

A Aim for 90 percent
B Master the "read silently-look up-speak" technique
C Don't be a lighthouse
D Hold for a sentence
E Hold note cards at chest level
F Think between people

____ Don't look at the ceiling or floor when you are thinking of what to say next. Just look at the space between people.

____ This position makes it easy for you to move your eyes from your notes to the audience without moving your head too much.

____ Look down at your notes for a maximum of 10 percent of your presentation time. This means practice, practice, practice!

____ Don't read directly from your notes. When you need to check your notes, pause briefly, look at your notes, and then look up at the audience and continue speaking.

____ Don't move your eyes left and right too evenly. It's better to look at all sections of the audience at random.

____ Look at someone for three or four seconds. Then look at someone else when you begin the next sentence.

Practice

Look at the section of a presentation about Sara below and make a note card. Remember to follow the tips on page 16. Then take turns making a short presentation in a small group. Use your note cards to talk about Sara or Sami. Make eye contact with everyone in your group using the tips above.

So how would I describe Sara? She's very artistic and creative. She enjoys painting and drawing pictures. I'm the opposite: I'm terrible at art. Actually, Sara's a little shy sometimes, especially when she meets new people. Sara loves studying and she's a really good student, so I think she's really smart. Our favorite place to hang out is Bean Café. We go there after school almost every day.

Reminder: Relax and take a few deep breaths before you begin to speak.

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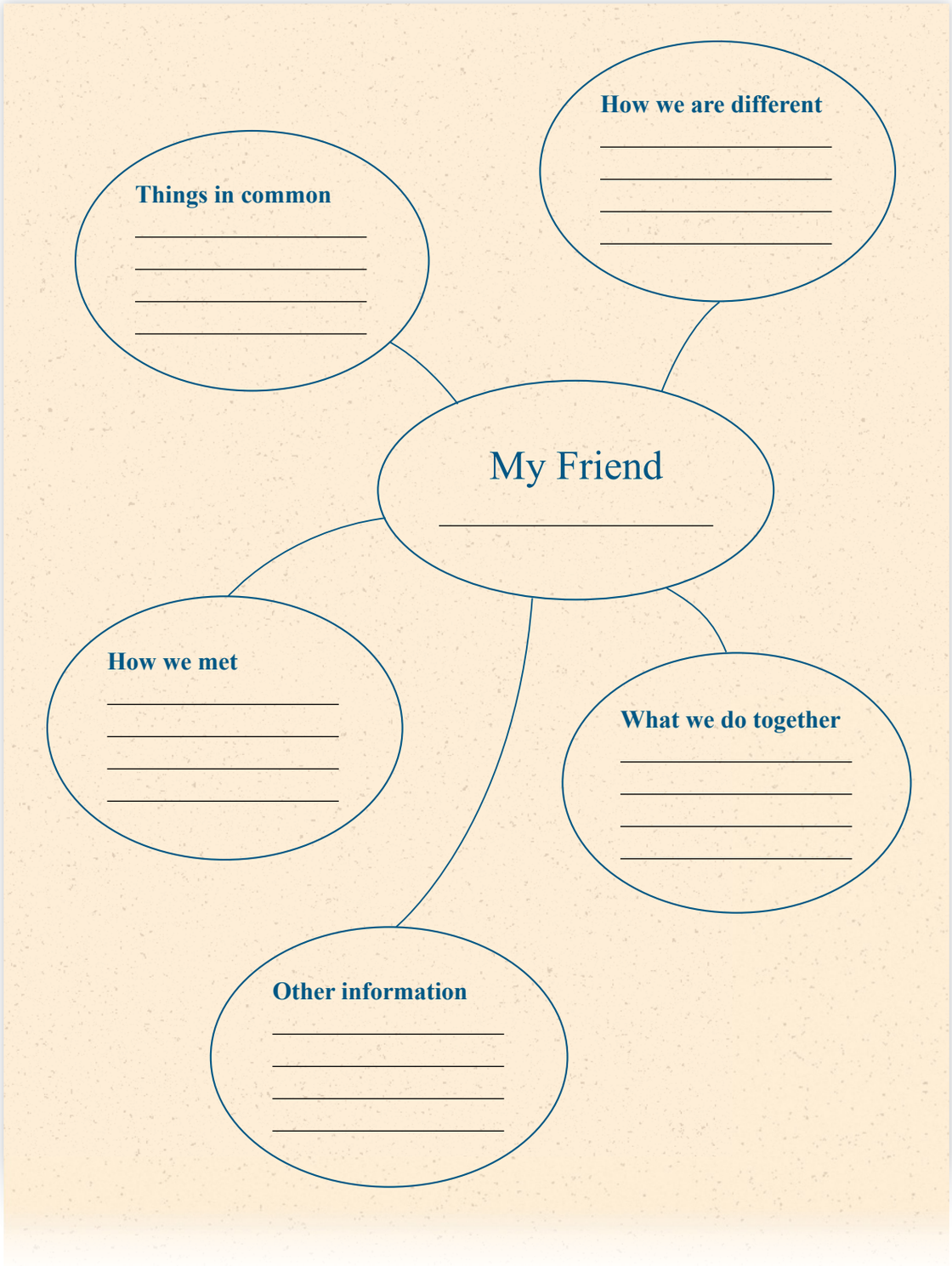
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Present yourself!

Give a presentation about a good friend

1 Brainstorm

Choose a good friend who you would like to introduce to the class. Write the friend's name in the center of the brainstorming map. Then add as many details as you can to each brainstorming topic.



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2 Organize

Use your brainstorming map to complete an outline for the body of your presentation. Change or add your own topic if you want and decide where it should go.

My Friend _____

Body

A How we met
- _____
- _____

B Things in common
- _____
- _____
- _____

C How we are different
- _____
- _____
- _____

D What we do together
- _____
- _____
- _____

3 Add impact

Add notes for your introduction and conclusion.

Introduction

Opener: quotation or proverb

Topic statement: _____

Preview: _____

Conclusion

Signal phrase: _____

Review: _____

Closer: thought or comment about the future

4 Make note cards

Make one note card for each section of your presentation. Look back at the tips on page 16.

Note card *TIP*

- Hold your note card in one hand and keep your thumb next to the line you need to say next.

5 Practice and present

Now give your presentation to the class. Remember to make eye contact. Good luck!

PowerPoint *TIPS*

- Use key words and short phrases rather than complete sentences on slides.
- Keep to a maximum of four or six bullet points.
- Check your spelling. *Misspeld* words look *terribul*!

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