

Polishing Presentations

VV064

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Presentations

- Spoken vs. written language
- Spoken language:
 - More informal
 - Personal
 - Avoid repetition
 - Emphasis and pronunciation important

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Original

First I will give you a brief introduction to my work. Then I will outline the reasons that led me to conducting this research. Next I will explain my Methodology before discussing my results.

Revised

First, I'd like to tell you about why I am interested in incompetence in the workplace. Then, I'll be showing you how we managed to investigate this potentially embarrassing area in 10 different multinational companies. And finally, I'll show you our results that indicate that around 80% of middle managers have been promoted into a position for which they simply don't have the skills.

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- The method was carried out as follows. Initially, X was done which led to a failure as a consequence of . . . The next attempt involved . . .
- First I tried this, but it didn't work because . . . So I tried that . . . unfortunately that failed too probably because . . . finally, one of the members of research group had a brainwave and . . .

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- OK, that's all I wanted to say at this particular point about the infrastructure. What I would like to do next in this presentation is to take a brief look at the gizmo. This picture in this slide shows a gizmo. As you can see a gizmo is a . . .
- OK, here's something that you may not know about a gizmo: blah blah blah. In fact you can see here that a gizmo is . . .

Pronunciation

- Please present your paper next week.
- Please present your paper next week.
- Please present your paper next week.
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Pronunciation

- **First of all / thank you very much /** for coming here today. My name's **Esther Kritz / and I am currently** doing research into psycholinguistics / at **Manchester** University. // I'd like to show you / what **I think / are some incredible** results / that I got while ...

Sources

- Jiří Šalamoun
- Williams, Erica J. *Presentations in English*. Macmillan.