

1 Preparing your presentation

Planning: What do you have to take into consideration before giving a presentation?

Practising: What do you think are some ways of practising?

Dealing with nerves: How do you keep calm?

2 Structuring your presentation

A Talking Point: What can make a presentation difficult to understand? Do presentations normally have a typical structure?

B The Core Structure

1. That is the end of my presentation...	1 _____
2. Now today I'd like to talk about...	_____
3. This brings me to my second point...	_____
4. I'm going to go through three points.	2 _____
5. That more or less covers...	_____
6. Let's move on to the last point...	_____
7. Let's leave that there for now, shall we?	_____
8. So let's start with...	_____
9. First of all, I'll talk about...	3 _____
10. Secondly, I'll cover...	_____
11. And finally, I want to discuss...	_____

C Announcing the beginning and end of a message

Moving on (from) to... Now let's look at... Now I'd like to consider... That was my first point. Next, I'd like to... That covers all I wanted to say about... Turning now to... I'd like to begin by (examining)... That's enough about...

D Signposting. What is it? Match similar expressions.

- | | |
|------------------------|-------------------------------|
| 1 Last of all | a To begin with/To start with |
| 2 Firstly/First of all | b To recap |
| 3 In conclusion | c Secondly/thirdly |
| 4 Next | d To conclude |
| 5 To sum up | e Finally/Lastly |

3 Introducing your presentation

A Talking Point

Think about an audience at a presentation. Why is it important to think about your audience?

What do they want to know at the start of the presentation?

What can a presenter do to get their attention at the start?

B Language Focus

Below, you will find a number of ways to state the **purpose** of your presentation. Complete them using the words given.

OK, let's get started. Good morning, everyone. Thanks for coming. I'm (your name). This morning, I'm going to be:

a) showing	b) talking	c) taking	d) reporting	e) telling
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- 1 to you about the new environment policy.
- 2 you about the recent development regarding climate change adaptation strategies.
- 3 you how to deal with the new information system.
- 4 a look at less known facts related to the functioning of the Commission.
- 5 on the results of the polls.

... so, I'll begin by:

a) making	b) outlining	c) bringing	d) giving	e) filling
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- 1 you in on the background to the project.
- 2 a few observations about traditional law.
- 3 the EU policy on patient rights.
- 4 you an overview of the most important features.
- 5 you up-to-date on the latest findings of the study.

... and then I'll go on to:

a) compare	b) discuss	c) make	d) highlight	e) talk
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- 1 what I see as the main advantages of this procedure.
- 2 the original version of the law with the amended one.
- 3 you through a procedure for writing a report.
- 4 detailed recommendations regarding presentations.
- 5 in more depth the implications of the data in front of you.

C Directing your audience about questions

Towards the end of the introduction, we normally give direction by telling the audience if there will be opportunity to ask questions during or after the presentation. Look at the sentences below. Can question be asked *during, after* or *not at all*?

- 1 Feel free to stop me as we go along to ask questions. _____
- 2 There'll be time after I've finished for questions. _____
- 3 Please hold up your hand at any time if you have questions. _____
- 4 As we're short on time today, I'm afraid I won't be taking any questions. _____
- 5 There'll be the opportunity to ask questions at the end. _____

4 Delivering your message

A Talking point : What techniques can you use to get your message across? How can you make sure that the audience remembers your key messages? What are cue cards? What is the role of silence?

- | | |
|-------------------------------|--------------------------|
| 1 What I mean is | |
| 2 What I'm arguing for is | |
| 3 Let me give you an example | a Introducing your point |
| 4 In other words | b Explaining |
| 5 Let's start with | c Giving examples |
| 6 I'd like to outline/examine | |
| 7 For example/instance | |
| 8 This means that | |

C Visual aids

- 1 What do you think the KISS principle stands for?
- 2 How much time should you spend on a slide?
- 3 What is the recommended minimum size of letters in the slide?
- 4 What kind of background should be avoided on slides?

5 Concluding

A Read these expressions. Number them in the order you think they might follow each other.

- a** If you'd like to ask me any questions, then I'd be happy to try and answer them. ____
- b** Well, I've come to the end of my presentation. ____
- c** My aim was to give you a good overview of the background, the approach and the results of the survey. ____
- d** As I said before, you can study this in further detail in your hand-outs. ____
- e** We have seen how far-reaching the research is in terms of numbers. ____
- f** Thank you very much for listening. ____
- g** We have also looked at the more general and global feedback. ____

B Underline any expressions in A that

- 1 announce the end of the talk
- 2 recap the key messages and refer back to previous parts of the presentation
- 3 ask the audience to take action
- 4 thank the audience
- 5 invite questions

6 Handling questions

The LEVER model (Listen-Echo-Value-Empathize-Respond)

- 1 check the understanding of the question
- 2 show you value the question
- 3 show empathy and understanding
- 4 check the questioner is satisfied with your answer

Re-order these words to make expressions. Then add them to the four categories above.

- a have you correctly I understood?
- b understand your I concern can.
- c let be sure you I 've followed me correctly.
- d answer that query your does?
- e that would be problem I can a see.
- f important that's point an – raising thanks for it.

7 Bringing it alive!

A Talking point. What makes a presentation interesting or memorable? How can a presenter make the audience feel more involved in a presentation?

B Other things to consider.

Interaction – get the audience to participate by asking them

to... _____, _____, _____

Imagination – There are many ways to stimulate the audience's imagination including...

_____, _____, _____

Attitude – Interesting presenters make the audience feel that he or she wants to speak to them. The techniques they use include: _____, _____,

OPENING REMARKS, PRESENTING THE PURPOSE

The title of my presentation is ... I'd like to talk today about... I'm here to present ...

- I shall be... • ...talking about...
- Today we'll be ... • ...looking at...
- ...dealing with....
- What I intend to do is... • ...describe to you.. ..tell you about...
- My aim today is to... • ...show you...
- I'd like to /What I'd like to do is • ...take a look at... ..present...
- What I want to do is... • ...go over...

PRESENTING OUTLINE, ORGANIZATION OF THE PRESENTATION

- I have divided my talk into four sections/the subject into four sections.
- The first point I'm going to make concerns... My first point concerns...
- I'd like firstly to talk about.... First, I'll tell you about...
- To start with (off), I'll tell you about... To begin (with), I'll tell you about...
- The second part will concern ...In the third part I deal with the question of ...
- Next, I'd like to show you... After that, I'd like to describe... Then, I'll tell you about...
- Finally, I'd like to talk a little about... And finally, I shall raise briefly the issue of ...

OPENING THE MAIN SECTION & PROVIDING background

- Let me start by posing the question ... I'd like to begin by suggesting that ...
- I'd like to start by drawing your attention to ... Let me begin by noting that...

MOVING TO A NEW POINT

- So, having looked at (this subject)...
- So (then), /Now...
- ...I'd like to turn now to the question (issue) of ...
- ...let's now take a look at...
- ...let's now move on to take a look at..

- I'd like to bring up the point about... I'd like to mention briefly... At this point...

SUMMARIZING THE MAIN IDEA

- So, ... • ...we can see then that.. it seems/appears then that...
- ...what I'm saying then is thatin a nutshell then.....in short then...

ELABORATING A POINT

- I'd like to look at this in a bit more detail. Let me elaborate on this point.

POSTPONING

- I'll be returning to this point later. I'll be coming back to this point later.
- As I'll show later... I'll come to this later...

REFERRING BACK

- Getting back to the question of... Coming back now to the issue which I raised earlier...
- Can I now go back to the question I posed at the beginning? As I mentioned earlier...

HIGHLIGHTING

- The significant thing about ... is... What you have to remember is
- Strangely enough... Oddly enough...

EXPLAINING TERMINOLOGY

- that is to say... .. in other words... What I mean by To put that another way

CONCLUDING

- So, the main points that have been made are: ... Let me end by saying that...
- Let me now try to pull the main threads of this argument together.
- In conclusion I'd like to say... I'd like to finish by saying that...
- So,... ..in summary/conclusion... ..there are three main...