

LANGUAGE PRACTICE FOR PRESENTATIONS

TRANSITIONS / „SIGNALLING WHERE WE ARE GOING“



Mix and match

I'd like to move on	by leaving you with this thought ...
Let's turn now	here for a moment.
I'd like to expand more	I said earlier,
I'd like to digress	points of my presentation.
Going back to something	a few points from John's report.
If I could just summarize	on this problem in Chicago.
I'd like to quickly recap the main	to the next point.
I'd like to conclude	to our plans for next year.



Complete the sentences with the words below

I'd like to [] to something completely different.
 [] for a moment, I'd like to say a few words about Chicago.
 I'd like to [] to the next point if there are no further questions.
 [] to something I said earlier, the situation in Chicago is serious.
 I don't want to [] any more on that as I'm short of time.
 I'd like to [] here for a moment and just say a word of thanks to Bob.
 I'd like to [] more on this problem in Chicago.
 Let's [] now to our plans for next year.
 [] to the next point.
 Would you like me to [] a little more on that?

Moving on turn digress expand elaborate
 move on Digressing turn Going back expand



Complete the sentences with the words below

I'd like to [] [] something Jane said in her presentation.
 If I could just [] a few points [] John's report.
 I don't have a lot of time [] so I'm going to [] the next few points.
 I'd like to quickly [] the main points [] my presentation.
 [] quickly [] what was said before lunch,.....
 I'd like to [] by [] you with this thought
 If I may [] [] quoting Karl Marx

go back summarize
 by on left
 conclude of from summarize
 Recapping leaving to
 recap conclude

PRESENTATIONS - EXERCISES

Task 1 INTRODUCTION: Complete the following introduction with words from the list.

questions act as talk about look at points of view
go along hear brief finally

Good afternoon and thank you for making the effort to be here with us today. My name's Rachel Rawlins and I'm responsible for teaching methodology. What I'd like to do today is _____ teaching methods at Czech universities. This _____ talk will hopefully _____ a springboard for discussion. I'm going to _____ the methods from three _____: firstly, the students; secondly, the teachers; and _____, the materials. If you have any _____, just interrupt me as I _____. Your point of view may well be different, and we'd like to _____ from you.

Task 2: As introductions can become repetitive, it is important to have a choice of words and expressions ready. Use one of the following expressions to replace the synonyms in bold.

don't hesitate a chance I take care I'm delighted sections
go through in more depth my purpose is finally divide

Good morning, ladies and gentlemen. **It's a pleasure** to be with you today. My name is Gordon Mathews and **I'm in charge** of the University Research Programme at the Rector's Office. **We are here today to review** some key figures and to outline our strategy over the next five years. So what I intend to do is to **break down** this presentation into three **parts**: first, the current situation; second, the options facing us, and **third**, the strategy I propose. If you have any questions, please, **feel free** to interrupt me, but I should also say that there'll be **an opportunity** to discuss issues **at greater length** after my talk.

Task 3 ENDING: Complete the following ending with words from the list.

questions that's all second discussion formed by
conclude issues briefly finally begin

So, _____ I have planned to say about the topic. Let me summarize the main _____. Very _____, they are four. First, nation states, _____, confederations, then, multinational empires, and _____ multinational democracies. I'd like to _____ by emphasizing the fact that the majority of today's countries are _____ multicultural societies. Well, I suggest we start the _____ now. But before we _____, let me thank you for your attention. OK, I'd be glad to answer any _____ now.

Task 4

Endings can become repetitive, so it is important to have a choice of words and expressions ready. Use one of the following expressions to replace the synonyms in bold.

Presence I'd be glad talk As you can see then lastly reliable now idea
covers everything in It seems to me that listening sum up is based main

That **brings me to the end of my presentation**. Let me just **run over** the **key** points again. Very briefly, there are three. First, socio-biology in contrast to ecology, **second** to economy, and **third** to political science. **From what you have heard**, there are some **very good** reasons to see socio-biology as any treatment of social phenomena that basically **draws** on neo-Darwinist theory. **At this point**, I'd like to leave you with the following **thought**: remember that politics, ecology, as well as economy are part of life, and biology is the study of life. **In my opinion**, the only possibility is to accept the **existence** of socio-biology as an equal to other social sciences. Thank you for **your attention** and now, if you have any questions, **I'd be pleased** to answer them.