

# 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.