

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

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

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