How to talk about your experience

* What do you know about giving a formal presentation?

Share your experience and tips in small groups.

DOs

DON´Ts

* Watch the following video about presentation structure and check if you had the same ideas. Were there any tips you did not think of?

https://www.youtube.com/watch?v=KLylS0Tbr20

* What is personally difficult for you when delivering presentations?  
  What do you think you need to work on?
* Watch the following video showing some DON´Ts while delivering a presentation and give tips for improvement:

https://www.youtube.com/watch?v=fkgT0j2DhP0&t=213s

One of the difficult parts of delivering a presentation is not to rely on your notes too much.

It is good to know some phrases for **signposting** to guide your listeners and keep yourself on the right track.

Useful language

**Starting**

I am here today to …

My name is and I am going to talk about / tell you about …

I´d like to begin by … (-ing)

**Previewing**

In my presentation, I am going to cover three points.

I am going to divide this talk into three parts

First, I will …

Then, we´ll go on to…

And finally I´ll…

Feel free to ask any questions.

I´ll take questions at the end.

**Referring to visuals**

As you can see…

You´ll notice that

**Introducing the first section / subtopic**

Let´s start by talking about …

To begin, …

I´ll start with …

**Finishing a section**

We´ve looked at …

We´ve talked about …

**Starting a new section**

Let´s move on to …

Now, let´s turn to …

And I’d now like to talk about …

The next /second …

**Explaining reasons**

The main reason for this is …

The best thing about this is …

**Closing**

To sum up, …

Overall, …

That brings me to the end of my presentation.

Thanks for listening.

Are there any questions?

(Business Result Intermediate, OUP, 2008;  
https://www.ieltsbuddy.com/signposting-language.html)

* Get ready to talk about your experience as a teacher. Write some bullet point notes and answer the questions below

* What do you do?
* What are you in charge of? What are your responsibilities?
* What time do you leave for work? How long does it take you to get to work?
* What time do you arrive at work?
* Do you take a lot of work?
* What are your working hours?
* Are you satisfied with your job or would you like to change it?
* If yes, what sort of job would you like to do?
* What routine would you like to have?
* Give a short presentation about what you do using the useful language above.