

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=KLyIS0Tbr20>

- 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.