

## 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 do you find difficult about 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 speaking freely without relying on your notes too much.

It is good to know some **signposting phrases** 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?

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

- Watch the following video about Steven, who has an intellectual disability, and take notes on his experience.

Steven

<https://www.youtube.com/watch?v=j-kDsBrHAYs>

