

Handout

Giving talks and presentations

1. Introducing the topic

This morning/today... I'm going to (talk about...)

I'd like to...(describe...)

The aim of my presentation this morning is to:..

I've divided my presentation into... (three parts)

My talk will be in...

First, I'd like to... (give an overview of...)

Second, I'll move on to...

Then, I'll focus on / deal with...

After that, We'll consider...

Finally

2. Referring to questions

Please feel free to interrupt me if there is anything you don't understand

If you don't mind, we'll leave questions until the end.

3. Introducing each section

So, let's start with...

Now let's move on to... Let's turn our attention to... This leads me to...

Finally,

4. Summarising a section

This completes my...(description of..)

So, to summarise...

5. Referring backwards and forwards

I mentioned earlier ...(the importance of...)

I'll say more about this later

We'll come back to this point later

6. Checking understanding

Is that clear? Are there any questions?

7. Referring to visual information.

This diagram/transparency/graph shows...

If you look at the graph you can see...

What is interesting in this slide is...

I'd like to draw your attention to ...(these statistics...)

8. Referring to common knowledge

As you know... As I am sure you are aware...

9. Concluding

That concludes my talk... That brings me to the end of my presentation

If you have any questions I'd be pleased to answer them/I'll do my best to

answer them... Thank you for your attention

10. Dealing with questions

That's a good point/I'm glad you asked that question.

i Can I get back to you on that later? I'm afraid I don't have (the information at hand)

Narrowing your topic

As in writing, it is important to narrow a topic so that it is sufficiently manageable for a short presentation. Ask yourself focus questions to help narrow the subject of your presentation. Focus questions can help you shape a broad subject into specific topic. Consider the following list of questions using your general subject in place of S. You should skip any questions that do not apply to your subject.

What are the causes of S?

What are the effects or consequences of S?

What are the advantages or benefits of S?

What are the disadvantages or drawbacks of S?

What are the dangers of S?

What are the problems or difficulties associated with S?

What are the ways to prevent or reduce S ?

What are the ways to encourage or increase S?

What are the important characteristics or qualities of S?

What are the different types of S?

What are the reasons to support S?

What are the reasons to oppose S?

Narrow your subject by limiting the scope of your presentation:

Think about

A specific **place** (e.g. in this city/country)

A specific **time** (past/recent/future)

A specific **number** (3 main effects/ 4 basic reasons)

A specific **type** (e.g. prescription drugs (not all drugs))

B Focus on Presentations: Developing an effective introduction

The purpose of an introduction is to:

1.

2.

Here are some sample introductions. Read them quickly and note down the strategy used for 1 and 2 above.

1.

How many of you have flown across the ocean in the past year? How did you feel when you arrived at your destination? If you're like me, you felt tired, you couldn't think very clearly, and you had a lot of trouble sleeping for several days. These

feelings are known as jet lag. Jet lag happens when you cross several time zones on a trip, and then you have to eat, sleep and work at times when your body wants to do something else. Today I'm going to tell you how you can avoid jet lag by controlling four main factors - food, drink, activity, and light.

2.

Yesterday evening, I took a bus home from work, as I usually do. I had had a good day at work, and was looking forward to a relaxing evening with my family. Well, the trip usually takes twenty minutes, but yesterday it took me more than an hour - all because of a traffic jam! By the time I got home, I was tired, hungry and angry. And why was I in such a terrible mood? Because of traffic! This experience made me realize how traffic problems affect all of us. Today I'd like to talk to you about three ways of improving the traffic problem in our city. First, I'll talk about banning parking in the city; second about banning cars from the center of town; and last, about improving public transportation.

3.

I read an interesting fact in the newspaper yesterday: the average American teenager watches five to six hours television every day. Can this much television be good for anyone? In my opinion, spending so much time in front of the television has many negative consequences. Today I'd like to focus on three consequences that I think are especially harmful. First, television encourages teenagers to waste their time. Second television makes teenagers passive. And, finally, television gives teenagers a very unrealistic view of life.

4.

In 1787 Thomas Jefferson said, and I quote, "Traveling. This makes men wiser, but less happy." I think if Jefferson were speaking today, he might say, "Traveling makes men *and women* wiser, but less happy." However, the message would be the same. Traveling certainly has its difficulties, but today I'd like to look at the ways it makes people wiser. I'll discuss three major benefits of traveling: first, educational benefits; then, cultural benefits; and finally, social benefits.

Activity A - making an introduction

Imagine you are going to give a presentation on XXXXX. Working individually:

1. narrow your topic
 2. decide on your purpose
 3. develop an introduction using one method of attracting attention to your topic.
 4. prepare the introduction
 5. present the introduction to the other students in your group
6. The listening students in your group must evaluate the introduction considering the following points:

- What method was used to attract attention or gain interest?
 - Did the "attention grabber clearly relate or lead into the topic?
 - Did the introduction preview the content?
7. Which were the most effective introductions? Why?

5. Developing a Strong Conclusion

The conclusion of your presentation is important because you want to leave a strong impression on your listeners. You should be brief and to the point in concluding your presentation. You don't want to surprise people by suddenly announcing, "That's all". That kind of ending shows you have not organized your ideas very well. Generally in your conclusion, you want to:

- Signal that you are about to finish the presentation
- Remind listeners of the importance of what you have said
- Predict future consequences of what you have described
- Ask your listeners to take appropriate action

Useful Language for developing a conclusion :

Signaling the conclusion: In conclusion,

 In summary,.....

 To summarize,.....

 To conclude,.....

 Before I end, let me say..

Asking for questions

Do you have any questions or comments?

I'll be happy to answer any questions you may have