** PRESENTATIONS**

**Overview**

|  |  |  |
| --- | --- | --- |
| Beginning | **Short introduction** | * welcome your audience * introduce your subject * explain the structure of your presentation * explain rules for questions |
| Middle | **Body of presentation** | * present the subject itself |
| End | **Short conclusion** | * summarize your presentation * thank your audience * invite questions |
| **Questions and Answers** | | |

## Notes

When you give your presentation, you should be - or appear to be - as spontaneous as possible. You should not read your presentation! You should be so familiar with your subject and with the information that you want to deliver that you do not need to read a text. Reading a text is boring! write down just the **title** of each section. Write down **keywords**.

## Rehearsal

Rehearsal is a vital part of preparation. You should leave time to practise your presentation two or three times.

**language**

|  |  |
| --- | --- |
| **Function** | **Language- choose one expression per box** |
| Introducing the subject | * I'd like to start by... * Let's begin by... * First of all, I'll... * Starting with... * I'll begin by... |
| Finishing one subject... | * Well, I've told you about... * That's all I have to say about... * We've looked at... |
| ...and starting another | * Now we'll move on to... * Let me turn now to... * Next.. * Let's look now at... |
| Giving an example | * For example,... * A good example of this is... * As an illustration,... * To give you an example,... * To illustrate this point... |
| Dealing with questions | * We'll be examining this point in more detail later on... * I'd like to deal with this question later, if I may... * I'll come back to this question later in my talk... |
| Summarising and concluding | * In conclusion,... * Right, let's sum up, shall we? * I'd like now to recap. |
| Ordering | * Firstly...secondly...thirdly...lastly... * First of all,...then...next...after that...finally... * To start with...later...to finish up... |