**PRESENTATIONS**

**Fill in the blanks in the following sentences..**

**STARTING OUT**

1. What I/we……………………………….. this morning is…………..
2. My/Our talk will …*……………………….*…. about 20 minutes
3. I /we……………………………………………. copies of my slides at the end.
4. If you *……………………………………………………….* (questions) you’d like ………………. or comments you’d like …………………….please don’t ………………… to …………………me.
5. If you can’t *………………………………..* what I’m saying please don’t *……………..* to to interrupt me
6. I’m sure many of you *…………………………………………………..* the topic I’m/we’re talking about today, but just in case I’ll/we’ll start with a(n) *…………………………………….*.
7. During my/our presentation I’ll/we’ll *…………………………………….* four main issues

What tense and aspect is normally used when providing the overview of the presentation?

Complete these phrases with the most appropriate verb form:

I*…………………..* (begin) by giving some background details. Secondly, Tom*…………………..* (identify) the main issues involved. Thirdly Dick *…………………..* (show) you data from a case study. After which I …………………… (discuss what conclusions can be drawn from the data). Then Tom*…………………..* (evaluate) some recent approaches used to tackle the issue. Finally, Dick*…………………..* (suggest) some alternative ways of addressing the problems.

REGISTER

Match the more formal words on the left with more informal words on the right

1. additional a. make

2. approximately b. meet

3. assistance c. enough

4. encounter d. get

5. immediately e. need

6. manufacture f. extra

7. obtain g. about

8. purchase h. help

9. require i. now

10. sufficient j. buy

Match the more formal linking words on the left with more informal words on the right

1. in addition
2. moreover
3. nevertheless
4. thus
5. hence a. so
6. for this reason b. and
7. consequently c. also
8. subsequently d. but
9. therefore e. even so
10. however
11. furthermore
12. nonetheless

ENDING - 1

Put these phrases in the correct order (there may be more than one solution – but some things should precede others).

a. So, to summarise, we’ve looked at the four main areas where cross-cultural communication can be improved: language, time, space, and logical reasoning.

b. In the handouts, which I/we’ll be distributing in moment, you’ll find a more detailed analysis of what we’ve been talking about today.

1. I/we’d just like to leave you with one of my favourite quotations. “The peoples of the world are like islands shouting at each other over seas of misunderstanding.” Let’s start building those bridges.
2. Thank you for your time and interest.
3. If you have any (more) questions, I/we’d be happy to answer them shortly (in the time dedicated to Q&A).

USEFUL SITES FOR PREPARING PRESENTATIONS + OTHER USEFUL SITES

<http://www.wiziq.com/tutorial/22293-Signposting-in-Presentations> SHORT PPP ON HOW TO USE SIGNPOSTING

<http://www.englishclub.com/download/presentations.doc> EASY INTRO TO MAKING PRESENTATIONS

<http://www.splendid-speaking.com/> WEBSITE WITH LOSTS OF RESOURCES ABOUT ALL KINDS OF ORAL SKILLS, INCLUDING PRESENTATIONS – REQUIRES REGISTRATION

<http://www.scribd.com/doc/2175781/English-for-Presentations> WITH USEFUL VOCABULARY AND TIPS

<http://englishforuniversity.com/?page_id=1885> INCLUDES SIMPLE SECTION ON PRESENTATIONS

<http://owl.english.purdue.edu/> MAINLY A WRITING SITE BUT USEFUL FOR EXERCISES ON LINKERS, AVOIDING PLAGIARISM (one of Richard’s favourite sites!!!)

<http://www.youtube.com/watch?v=uOX6BpYABrA&feature=relmfu> this lady has a lot of clips on persuasive speaking…

[http://www.youtube.com/watch?v=nBiMSAgi6TM](https://webmail.unitn.it/owa/redir.aspx?C=a7b128be98fb458ab58204311098c575&URL=http%3a%2f%2fwww.youtube.com%2fwatch%3fv%3dnBiMSAgi6TM) A harvard student giving a talk on Gay Rights

There are thousands of sites out there to help students (L1 and L2) be more effective speakers and writers. Some are university websites, focusing on study skills, others are more general.

You can always watch ANY of the TED talks – just watch how speakers make their talks effective.