

KEY to INTRODUCTION

Present **yourself** (name & study area) and your **topic** (with a clear purpose statement describing the aim of your talk); provide an informative **outline* of the main points** (don't put structural information such as the words *introduction, summary, conclusion, discussion* into the outline); you may state to your audience when and how you would like to handle **questions**.

An introduction should not only arouse curiosity, but also provide an overview of the most important points. The audience should get the impression that your topic is well thought out (an interesting, informative title), that you have done the audience analysis (well-chosen style and register), and that you have a clear idea about the actual content of the presentation.

Task 1

don't hesitate a chance I take care I'm delighted sections to communicate
go through in more depth* my purpose is finally divide to emphasise

*Good morning, ladies and gentlemen. **I'm delighted** to be with you today. My name is Gordon Mathews and **I take care** of teaching presentation skills. **My purpose is to go through*** some key ideas about why it is important to learn effective communication skills. As we are living in the information age and may often be overwhelmed with massive amounts of information, it is important to know how **to emphasise** the main ideas and provide a framework for what we are trying **to communicate**. What I intend to do is to **divide*** this presentation into three **sections**: first, the preparation phase; second, the use of sign-posting language, and **finally**, the actual delivery of the presentation. If you have any questions, please, **don't hesitate** to interrupt* me, but I should also say that there'll be **a chance** to discuss issues **in more depth** after my talk.*

ENDING – Signal to End – Summary – Conclusion – Recommendation – Closing – Questions

The ending should contain a **summary** of the data, where the main points of the presentation should again be stressed. There must be an evaluative **conclusion**, i.e. a **comment on the importance** of the findings*. In an academic presentation there should be a **recommendation** for future research, development, proceedings, etc. and a **closing** – thanking the audience and inviting **questions**.

Task 2

Complete the following **ENDING** with words from the list and find the concluding statement.

questions that's all secondly discussion meaningful
conclude issues briefly finally begin

*So, **that's all** I have planned to say about the topic. Let me summarize the main **issues**. Very **briefly**, they are four. First, I spoke about the preparation phase, where it's very important to determine the aim and its relevance to the audience; **secondly**, the use of sign-posting language, which is used to provide optimal orientation; and **finally** the actual delivery, where it's good to think about your voice and body language. I'd like to **conclude** by emphasizing that many presentations could be greatly improved by providing the audience with a **meaningful** concluding statement that stresses the position of the speaker on the topic. I suggest we start the **discussion** but before we **begin**, let me thank you for your attention. I'd be glad to answer any **questions** now.*

Present **yourself** (name & study area) and your **topic** (with a clear purpose statement describing the aim of your talk); provide an informative **outline* of the main points** (don't put structural information such as the words *introduction, summary, conclusion, discussion* into the outline); you may state to your audience when and how you would like to handle **questions**.

An introduction should not only arouse curiosity, but also provide an overview of the most important points. The audience should get the impression that your topic is well thought out (an interesting, informative title), that you have done the audience analysis (well-chosen style and register), and that you have a clear idea about the actual content of the presentation.

Task 1

don't hesitate a chance I take care I'm delighted sections to communicate
go through in more depth* my purpose is finally divide to emphasise

*Good morning, ladies and gentlemen. **It's a pleasure** to be with you today. My name is Gordon Mathews and **I'm in charge*** of teaching presentation skills. **We are here today to review*** some key ideas about why it is important to learn effective communication skills. As we are living in the information age and may often be overwhelmed with massive amounts of information, it is important to know how **to highlight** the main ideas and provide a framework for what we are trying **to get across**. What I intend to do is to **break down*** this presentation into three **parts**: first, the preparation phase; second, the use of sign-posting language, and **third**, the actual delivery of the presentation. If you have any questions, please, **feel free** to interrupt* me, but I should also say that there'll be **an opportunity** to discuss issues **at greater length*** after my talk.*

ENDING – Signal to End – Summary – Conclusion – Recommendation – Closing – Questions

The ending should contain a **summary** of the data, where the main points of the presentation should again be stressed. There must be an evaluative **conclusion**, i.e. a **comment on the importance** of the findings*. In an academic presentation there should be a **recommendation** for future research, development, proceedings, etc. and a **closing** – thanking the audience and inviting **questions**.

Task 2

Complete the following **ENDING** with words from the list and find the concluding statement.

questions that's all secondly discussion meaningful
conclude issues briefly finally begin

So, _____ I have planned to say about the topic. Let me summarize the main _____. Very _____, they are four. First, I spoke about the preparation phase, where it's very important to determine the aim and its relevance to the audience; _____, the use of sign-posting language, which is used to provide optimal orientation; and _____, the actual delivery, where it's good to think about your voice and body language. I'd like to _____ by emphasizing that many presentations could be greatly improved by providing the audience with a _____ concluding statement that stresses the position of the speaker on the topic. I suggest we start the _____, but before we _____, let me thank you for your attention. I'd be glad to answer any _____ now.