

### How to talk about your experience

>	What do you know about giving a formal presentation?				
	Share your experience and tips in small groups.				
DOs					
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DON'T:					
DON I					
>	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?				

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➤ 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 ...

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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.

#### <u>Steven</u>

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

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Now watch a video about a day in the life of Judy Beach, a special needs teacher, and take notes. (00:0/35 – 4:46)

https://www.youtube.com/watch?v=twazeoiBUcQ

<u>Judy</u>

Try to organize your notes so that you can use them to re-tell one of the stories. Use bullet points only.

Work in pairs and tell each other the stories using only your notes and some of the useful phrases above.

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