THE LANGUAGE OF ORAL PRESENTATIONS
Introducing yourself and your talk

Structure

Connectors
structure to the opening of a Presentation

- 1. Get people's attention
- 2. Welcome them
- 3. Introduce yourself
- 4. State the purpose of your presentation
- 5. State how you want to deal with questions
Get people's attention

- If I could have everybody's attention
- If we can start
- Perhaps we should begin?
- Let's get started
Welcome to the Polytechnic University of Valencia.

Thank you for coming today.

Good morning, ladies and gentlemen.

On behalf of Intel, I'd like to welcome you.
Introduce yourself

• My name’s Jane Shaw
• I’m responsible for travel arrangements.
• For those of you who don’t know me, my name’s Tom Stotter.
• As you know, I’m in charge of public relations.
• I’m the new Marketing Manager.
This morning I'd like to present our new processor.

Today I'd like to discuss our failures in the Japanese market and suggest a new approach.

This afternoon, I'd like to report on my study into the German market.

What I want to do this morning is to talk to you about our new mobile telephone system.
State how you want to deal with questions.

- If you have any questions, I'll be happy to answer them as we go along.
- Feel free to ask any questions.
- Perhaps we can leave any questions you have until the end?
- There will be plenty of time for questions at the end.
Introducing yourself and your talk

- Greeting, name, position
- Title
- Objective
- Length
- Outline
- Questions
- Reference to the audience
Introducing yourself and your talk

- Good morning. My name’s (...). I’m the new Finance Manager.
- Ladies and gentlemen. It’s an honour to have the opportunity to address such a distinguished audience.
- Good morning. Let me start by saying just a few words about my own background.
- Welcome to the Polytechnic University of Valencia. My name is
- Good morning/afternoon ladies and gentlemen
- (Ladies and) Gentlemen
Introducing yourself and your talk

- I’d like to talk (to you) today about
- I’m going to present the recent...
  - explain our position on
  - brief you on
  - describe
  - inform you about

- The subject of my talk
- focus presentation
  - topic
  - paper (academic)
  - speech (usually to public audience)
I plan to say a few words about

I’m going to talk about

The subject of my talk is

The theme of my presentation is

I’d like to give you an overview of...
Introducing yourself and your talk

We are here today to decide agree learn about

The purpose of this talk is to update you or put you in the picture about... give you the background to

This talk is designed to act as a springboard for discussion start the ball rolling.
Introducing yourself and your talk

- I shall only take (...) minutes of your time.
- I plan to be brief.
- This should only last (...) minutes.
- My talk will take about ten minutes.
- The presentation will take about two hours but there’ll be a twenty minute break in the middle.
- We’ll stop for lunch at 12 o’clock.
Introducing yourself and your talk

I've divided my presentation into four parts/ sections. They are...

The subject can be looked at under the following headings...

We can break this area down into the following fields:

Firstly/ first of all

Secondly/ then/ next...

Thirdly/ and then we come to

Finally/ lastly/ last of all

I've divided my talk into (three) parts.
Introducing yourself and your talk

- I’d be glad to answer any questions at the end of my talk.
- If you have any questions, please feel free to interrupt.
- Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end.
- Please interrupt if you have any questions.
- After my talk, there'll be time for a discussion and any questions.
Introducing yourself and your talk

- I can see many of you are...
- I know you've all travelled a long way.
- You all look as though you've heard this before.
Ending the introduction

- So that concludes the introduction
- That's all for the introduction
Now let's move to the first part of my talk, which is about

So, first... To begin with
There are three things to consider: First ..., Second ..., Third.

There are two kinds of ... . The first is ... The second is ...

We can see four advantages and two disadvantages.

First, advantages

One is ... Another is ... A third advantage is ...

Finally ...

On the other hand, the two disadvantages

First ... Second ...
**Linking: Beginning a new part**

- Let’s move to (the next part which is)
- So now we come to
- Now I want to describe
<table>
<thead>
<tr>
<th>To indicate more information</th>
<th>To indicate an example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Besides</td>
<td>For example</td>
</tr>
<tr>
<td>Furthermore</td>
<td>For instance</td>
</tr>
<tr>
<td>In addition</td>
<td>In particular</td>
</tr>
<tr>
<td>Indeed</td>
<td>Particularly</td>
</tr>
<tr>
<td>In fact</td>
<td>Specifically</td>
</tr>
<tr>
<td>Moreover</td>
<td>To demonstrate</td>
</tr>
<tr>
<td>Second...Third., etc</td>
<td>To illustrate</td>
</tr>
<tr>
<td>To indicate cause or reason</td>
<td>To indicate a result or effect</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>• As</td>
<td>• Accordingly</td>
</tr>
<tr>
<td>• Because</td>
<td>• Finally</td>
</tr>
<tr>
<td>• Because of</td>
<td>• Consequently</td>
</tr>
<tr>
<td>• Due to</td>
<td>• Hence</td>
</tr>
<tr>
<td>• For</td>
<td>• So</td>
</tr>
<tr>
<td>• For the reason that</td>
<td>• Therefore</td>
</tr>
<tr>
<td>• Since</td>
<td>• Thus</td>
</tr>
<tr>
<td>To indicate a purpose or reason why</td>
<td>To compare or contrast</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>In the hope that</td>
<td>Although</td>
</tr>
<tr>
<td>In order to</td>
<td>However</td>
</tr>
<tr>
<td>So</td>
<td>In comparison</td>
</tr>
<tr>
<td>So that</td>
<td>In contrast</td>
</tr>
<tr>
<td>With this in mind</td>
<td>Likewise</td>
</tr>
<tr>
<td></td>
<td>Nevertheless</td>
</tr>
<tr>
<td></td>
<td>On the other hand</td>
</tr>
<tr>
<td></td>
<td>Similarly</td>
</tr>
<tr>
<td></td>
<td>Whereas</td>
</tr>
<tr>
<td></td>
<td>Yet</td>
</tr>
</tbody>
</table>
To indicate a particular time frame or a shift from one time period to another.

- After
- Before
- Currently
- During
- Eventually
- Finally
- First, Second, etc.
- Formerly
- Immediately
- Initially
- Lastly
- Later
- Meanwhile
- Next
- Previously
- Simultaneously
- Soon
- Subsequently
To conclude

- Given these facts
- Hence
- In conclusion
- So
- Therefore
- The
- To conclude
Introducing a visual

- I’d like to show you.
- Have a look at this.
- This (graph) shows/represents.
- Here we can see.
- Let’s look at this.
- Here you see the trend.
Comparisons

Introduction

This compares x with y

Let's compare the

Here you see a comparison between

Body

Conclusion

Conclusion
Ending the main body of the presentation

- Right, that ends (the third part of) my talk.
- That’s all I want to say for now on.
Describing trends

Introduction

Body

to go up

to increase

to rise

to climb

to improve

an increase

a rise

da climb

an improvement

Conclusion
Introduction

to go down

to decrease

to fall

to decline

Body

a decrease

a fall

a decline

a deterioration

Conclusion

to deteriorate
Introduction

Body

to recover  a recovery
to get better  an upturn
to get worse  a downturn

Conclusion
Introduction

Body

Conclusion

to level out  a levelling out
to stabilise
to stay the same
Introduction to reach a peak a peak
to peak to read a maximum

Conclusion
Introduction

Body

Conclusion

to undulate  an undulation
to fluctuate  a fluctuation
I’d like to end by emphasising the main point(s).

I’d like to finish with

— a summary of the main points

— some observations based on what I’ve said

— some conclusions / recommendations

— a brief conclusion
There are two conclusions/recommendations.

- What we need is...
- I think we have to...
- I think we have seen that we should...
That concludes (the formal part of) my talk. (Thanks for listening) ... Now I'd like to invite your comments.

Now we have (half an hour) for questions and discussion.

Right. Now, any questions or comments?

So, now I'd be very interested to hear your comments.
Handling questions: Understood but difficult or impossible to answer

Introduction
- That's a difficult question to answer in a few words
- It could be
- In my experience
- I would say

Body
- I don't think I’m the right person to answer that. Perhaps (Mr Holmes) can help
- I don’t have much experience in that field

Conclusion
Handling questions: Understood but irrelevant or impossible to answer in the time available

- I’m afraid that’s outside the scope of my talk in this session. If I were you, I’d discuss that with...
- I’ll have to come to that later, perhaps during the break as we’re short of time.
Handling questions: Not understood

Introduction

- Sorry, I’m not sure I’ve understood. Could you repeat?

Body

- Are you asking if...?
- Do you mean...?
- I didn’t catch (the last part of) your question.
- If I have understood you correctly, you mean...? Is that right?

Conclusion
Handling questions: Checking that your answer is sufficient

- Does that answer your question?
- Is that okay?
Handling Questions

I obviously didn’t explain that clearly enough.

Mm. That’s a very interesting question.

I’m glad you raised that point.

I’m afraid I don’t know the answer to that one.

Let me put it another way.

I want to say something else on that subject.

You didn’t listen properly.

I’ll say it again so listen this time.

Why did you have to ask that?

Hold on a minute. I’m thinking of an answer.
Asking for clarification

Could you be more specific?

Can you explain that (in more detail)?

What do you mean by...?
Handling interruptions

Introduction
- Yes, go ahead
- Sorry, please let me finish
- If I may finish this point

Body
- Can I come to that later?
- That’s not really relevant at this stage
- Can we leave that to another discussion?

Conclusion
The introduction to a presentation

- Greeting
- Subject
- Structure
- Timing
- Policy & questions/ discussion

Introduction

Body

Conclusion
Welcome to the Polytechnic University of Valencia. My name is...

I'd like to talk (to you) today about...

The purpose of this talk is to give you the background to...

I shall only take (...) minutes of your time.

We can break this area down into the following fields:

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Secondly/ then/ next...

Thirdly/ and then we come to

Finally/ last/ last of all

After my talk there'll be time for a discussion and any questions.

So that concludes the introduction.
Oral presentations in English

Day 2

Students' practice

Evaluation of presentations
Oral presentations in English

Day 2

Planning and getting started

Evaluation of presentations
http://www.writing.eng.vt.edu/index.html

http://www.writing.eng.vt.edu/speaking/rethinking_psu.pdf

http://www.ingentaconnect.com/content/stc/tele
- http://www.speeches.com/
- http://www.publicspeaking.org/publicspeakingtvideoarticle.htm
- http://www.publicspeaking.org/publicspeakingchecklistsarticle.htm
podcasts

- www.Businessenglishpod.com
ONU · EU

- http://european-convention.eu.int/dynadoc.asp?lang=EN&Content=DOCSPEE
- http://european-convention.eu.int/staticasp?lang=EN&Content=PhotoGallery&NR=1
http://www.publicspeaking.org/publicspeaking-glossary-e-article.htm
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