

Miguel Angel Candel Mora
mcandel@upvnet.upv.es

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 them



- 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.

State the purpose of your presentation



- 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

*Greeting,
name,
position*

- 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

*Title /
Subject*

- 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)



Subject

- 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

Purpose, Objective

We are here today to
decide
agree
learn about

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

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

Introducing yourself and your talk

Length

- 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

Outline

- 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

Questions

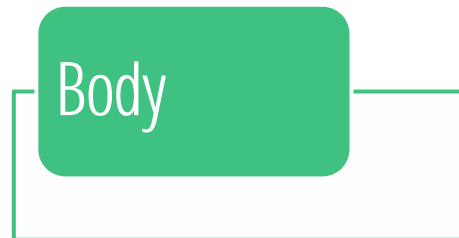
- I'd be glad to answer any questions at the end of my talk
- If you have any questions, please feel free to interrupt.
- Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end.
- Please interrupt if you have any questions.
- After my talk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

Introducing yourself and your talk

*Reference
to the
audience*

- 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

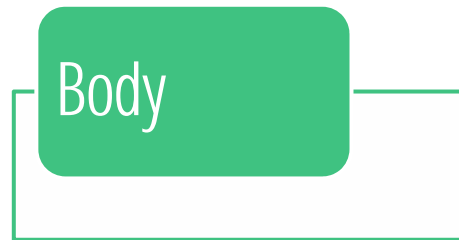


- So that concludes the introduction.
- That's all for the introduction.

Beginning the main body



- Now let's move to the first part of my talk, which is about
- So, first ... To begin with



Listing

Introduction

Body

Conclusion

- 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

Introduction

- Let's move to (the next part which is)
- So now we come to
- Now I want to describe

Body

Conclusion

CONNECTORS



To indicate more information:

- Besides
- Furthermore
- In addition
- Indeed
- In fact
- Moreover
- Second...Third. ., etc.

To indicate an example:

- For example
- For instance
- In particular
- Particularly
- Specifically
- To demonstrate
- To illustrate

To indicate cause or reason.

- As
- Because
- Because of
- Due to
- For
- For the reason that
- Since

To indicate a result or effect:

- Accordingly
- Finally
- Consequently
- Hence
- So
- Therefore
- Thus

To indicate a purpose or reason why

- In the hope that
- In order to
- So
- So that
- With this in mind

To compare or contrast

- Although
- However
- In comparison
- In contrast
- Likewise
- Nevertheless
- On the other hand
- Similarly
- Whereas
- Yet

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
- Thus
- To conclude

Introducing a visual

Introduction

- I'd like to show you

- Have a look at this

Body

- This (graph) shows / represents

- Here we can see

- Let's look at this

Conclusion

- Here you see the trend in

Comparisons

Introduction

- This compares x with y

- Let's compare the

- Here you see a comparison between

Body

Conclusion

Ending the main body of the presentation

Introduction

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

Body

Conclusion

Describing trends

Introduction

to go up

an increase

Body

to increase

a rise

to rise

a climb

Conclusion

to climb

an improvement

to improve



Introduction

to go down

a decrease

Body

to decrease

a fall

to fall

a decline

Conclusion

to decline

a deterioration

to deteriorate



Introduction

Body

Conclusion

to recover

a recovery

to get better

an upturn

to get worse

a downturn



Introduction

Body

Conclusion

to level out

a levelling out

to stabilise

to stay the same



Introduction

Body

Conclusion

to reach a peak

a peak

to peak

to reach a maximum



Introduction

Body

Conclusion

to reach a low point

to hit bottom

a trough



Introduction

Body

Conclusion

to undulate

an undulation

to fluctuate

a fluctuation

Beginning the summary and/or conclusion

Introduction

- I'd like to end by emphasising the main point(s).

Body

- I'd like to finish with

- – a summary of the main points.

Conclusion

- – some observations based on what I've said.

- – some conclusions / recommendations.

- – a brief conclusion.

Concluding

Introduction

Body

Conclusion

- There are two conclusions / recommendations.
- What we need is ...
- I think we have to
- I think we have seen that we should

Inviting questions and/or introducing discussion

Introduction

Body

Conclusion

- 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

Body

Conclusion

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

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

Introduction

Body

Conclusion

- I'm afraid that's outside the scope of my talk I 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

Body

Conclusion

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

Handling questions: Checking that your answer is sufficient

Introduction

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

Body

Conclusion

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

Introduction

- Could you be more specific?
- Can you explain that (in more detail)?
- What do you mean by ... ?

Body

Conclusion

Handling interruptions

Introduction

- Yes, go ahead.

Body

- Sorry, please let me finish

Conclusion

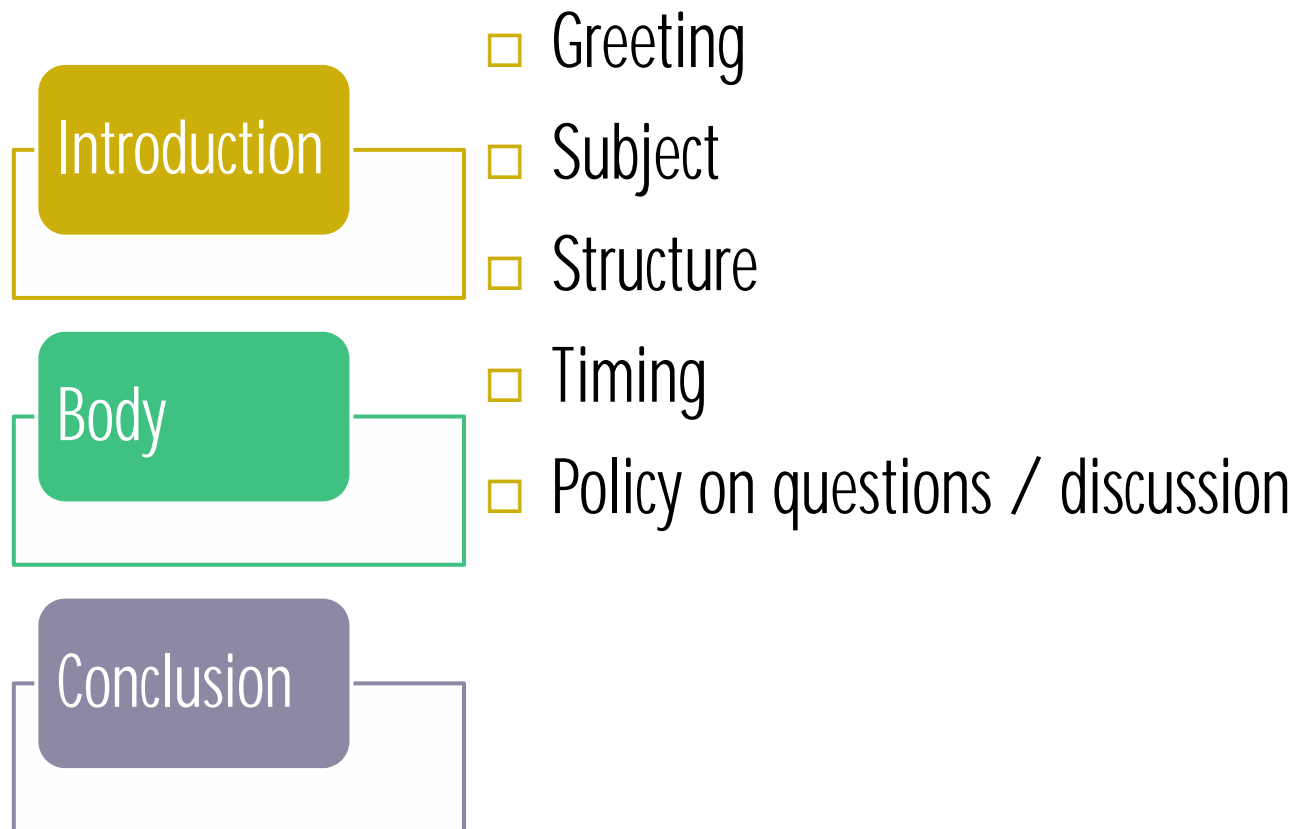
- If I may finish this point

- Can I come to that later?

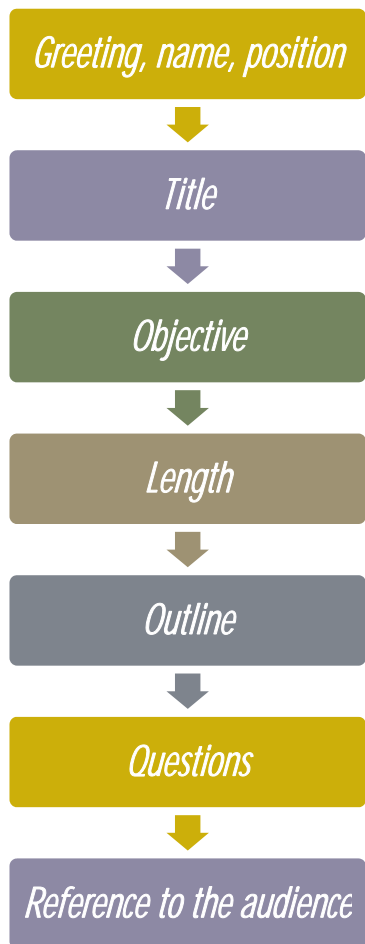
- That's not really relevant at this stage

- Can we leave that to another discussion?

The introduction to a presentation



Sample outline



1. Welcome to the Polytechnic University of Valencia. My name is....
2. I'd like to talk (to you) today about
3. The purpose of this talk is to give you the background to
4. I shall only take (...) minutes of your time.
5. 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
6. After my talk there'll be time for a discussion and any questions.
7. 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

BIBLIOGRAPHY & LINKS



- 
- <http://www.writing.eng.vt.edu/index.html>
 - http://www.writing.eng.vt.edu/speaking/rethinking_psu.pdf
 - <http://www.ingentaconnect.com/content/stc/tc>

speeches




- <http://publicspeakingbooks.com/NSAPublicSpeakingBooks.html>
- <http://www.speeches.com/>
- <http://www.public-speaking.org/public-speaking-setupchecklist-article.htm>
- <http://www.public-speaking.org/public-speaking-tvideo-article.htm>
- <http://www.public-speaking.org/public-speaking-checklists-article.htm>

podcasts



- http://www.wto.org/english/news_e/news_e.htm
- www.Businessenglishpod.com

- 
- http://www.wto.org/spanish/news_s/sppl_s/sppl_s.htm
 - http://www.wto.org/english/news_e/sppl_e/sppl_e.htm
 - <http://www.euro-ombudsman.eu.int/speeches/es/default.htm>

ONU - EU



- <http://www.un.int/france/eu/speeches/chrono/tablechronoeng.htm>
- <http://www.eurunion.org/newsweb/PressPacks.htm>
- <http://european-convention.eu.int/dynadoc.asp?lang=EN&Content=DOCSPEE>
- <http://european-convention.eu.int/static.asp?lang=EN&Content=PhotoGallery&NR=1>

glossary



- <http://www.public-speaking.org/public-speaking-glossary-e-article.htm>

Miguel Angel Candel Mora
mcandel@upvnet.upv.es

THE LANGUAGE OF ORAL PRESENTATIONS