

## Day 36

## Vocab Review

## Fill in the blanks.

1. Keep your files in n\_\_\_\_\_cal order.
2. We have a v\_\_\_\_\_l agreement with the landlord.
3. Oil prices have f\_\_\_\_\_ated wildly in recent weeks.
4. In this way the children are introduced to s\_\_\_\_\_tial learning.
5. Annual profits over the last 10 years are plotted on the y-\_\_\_\_s.

## 3 Presentations



## Module 3.5 Structuring the main body

- The main body of the presentation contains the details of the topic described in the introduction.

- Repeat briefly what the topic and objective of your talk is: (Today's topic is . . .)
- Clear and simple main body structure: (I've divided my talk into three parts.)

First part	-a
	-b
	-c
	-d
Second part	-a
	-b
Third part	-a
	-b
	-c



## Reading

Read the following.

- The secrets of presentation success

A good way to make your presentation effective, interesting and easy to follow is to use signpost language. In both the introduction and the main body of a presentation it is useful to use various signal words. Signpost language is the words and phrases that people use to tell the listener what has just happened and what is going to happen next. In other words, signpost language helps hold the audience's attention and guides them through the presentation.

- (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 . . .
- (Saying what is coming → Signaling the beginning of each part) In this part of my presentation, I'd like to tell you about . . .

- (Listing information) One type of signpost language is to introduce a list with a phrase like There are three types of business plans that we have to think about: a summary business plan, a full business plan and an operational business plan. Let's look at each of these in more detail. First, a summary business plan . . . / We can see four advantages and two disadvantages. First, advantages. One is . . . Another is . . . A third advantage is . . . Finally . . .
- (Linking ideas) Another signpost language is to give a link between parts of presentation in order to develop the linear flow of your presentation. When one part of the talk ends you can say: That's all I want to say about . . . / This brings me to the end of my first point. And begin a new part by saying Now we'll move on to the next part which is . . . / This leads to the next point, which is . . . / The next issue (topic, area) I would like to focus on is . . .
- (Sequencing) Another type of signpost language is sequencing of information, which normally follows a logical or temporal order. There are two steps involved. The first step is . . . The second step is . . . / First the background, then the present situation, and then the prospects for the future. / Where does this lead us? / Why is this important? Key words in sequencing information are first, then, next, after that, later, finally, etc.
- (Giving examples) A good example of this is . . . / To illustrate this point . . .
- (Summarizing a point) Let me briefly summarize what I've said so far. / I'd like to sum up the main points.
- (Referring back) As I mentioned before, . . . / As I said earlier, . . . / As I pointed out in the first section, . . . / Let's go back to what we were discussing earlier.

### Writing

➤ Put the words in the right order to make typical sentences from signpost language.

1. Let's/ earlier/ back/ were/ go/ to/ discussing/ we/ back/ what

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2. So/ introduction/ concludes/ the / that

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3. This/ point/ me/ my/ brings/ the/ first/ to/ of/ end

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4. There/ we/ to/ of/ about/ are/ that/ think/ three/ plans/ have/ types/ business

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5. I'd/ points/ to/ sum/ the/ main/ like/ up

---

6. Where/ lead/ this/ us/ does/ ?

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7. First/ then/ then/ for/ future/ the / the / the / the/ present/ background/ prospects/ situation/ and

---

8. There/ involved/ two/ are/ steps

---

9. Let/ so/ me/ far/ said/ summarize/ I've/ briefly/ what

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➤ Practice

Give a brief presentation of one minute about what steps you would take to brush your teeth, using listing and sequencing where necessary. (Preparation time: 5 minutes)

 **Listening**

1. Listen and fill in the blanks.

➤ What to avoid

The most ..... mistake with presentations is trying to ..... in too much information – you either ..... up talking too fast, or ..... the time limit.

Start with an ..... that sets out the structure, followed by the main body ..... of 3 (or 4) main points, each followed by ..... to support these, and finish with a brief summarizing conclusion.

2. Listen and fill in the blanks.

➤ Supporting information

Choose your supporting information carefully. This helps your ..... understand, believe in and agree with your main points. This evidence might take the form of ..... data, points of detail or an ..... of process. It might be presented in ..... ways using ..... Think about:

- what will add ..... to your argument (explaining complex terms, reminding your audience of any supporting theories)?
- what will add ..... to your argument (making connections with other people’s work, quoting experts, offering evidence from your own research)?
- what will add ..... to your argument (showing a video clip or a slide, using a practical example or a vibrant analogy)?

**Match each definition (A – E) with today’s vocabulary word (1 – 5)**

**DEFINITIONS**

- A. to continue past an intended limit, especially a finishing time
- B. the quality of being clear and easy to understand
- C. something that shows what is going to happen in the future
- D. new, original, and clever
- E. to do many things in a short period of time

- 1. signpost
- 2. cram
- 3. overrun
- 4. clarity
- 5. imaginative

**Fill in the blanks.**

1. I managed to c\_\_\_ three countries into a week’s business trip.
2. My evening class o\_\_\_\_\_n by ten minutes.
3. This upturn in the country’s economy is a splendid s\_\_\_\_\_t to the future.
4. They should adopt a more i\_\_\_\_\_ative approach.