



Tailor-made learning  
& cultural experiences



50<sup>th</sup> Anniversary  
**ISES JAPAN**  
国際留学生センター



CIELS | Carlow International  
English Language School

The table below lists useful expressions that you can use to signpost the various parts of your presentation.

<b>Signposting</b>	
<b>Function</b>	<b>Language</b>
Introducing the subject	<ul style="list-style-type: none"> <li>• I'd like to start by...</li> <li>• Let's begin by...</li> <li>• First of all, I'll...</li> <li>• Starting with...</li> <li>• I'll begin by...</li> </ul>
Finishing one subject...	<ul style="list-style-type: none"> <li>• Well, I've told you about...</li> <li>• That's all I have to say about...</li> <li>• We've looked at...</li> <li>• So much for...</li> </ul>
...and starting another	<ul style="list-style-type: none"> <li>• Now we'll move on to...</li> <li>• Let me turn now to...</li> <li>• Next...</li> <li>• Turning to...</li> <li>• I'd like now to discuss...</li> <li>• Let's look now at...</li> </ul>
Analysing a point and giving recommendations	<ul style="list-style-type: none"> <li>• Where does that lead us?</li> <li>• Let's consider this in more detail...</li> <li>• What does this mean for ABC?</li> <li>• Translated into real terms...</li> </ul>
Giving an example	<ul style="list-style-type: none"> <li>• For example,...</li> <li>• A good example of this is...</li> <li>• As an illustration,...</li> <li>• To give you an example,...</li> </ul>

	<ul style="list-style-type: none"> <li>To illustrate this point...</li> </ul>
Dealing with questions	<ul style="list-style-type: none"> <li>We'll be examining this point in more detail later on...</li> <li>I'd like to deal with this question later, if I may...</li> <li>I'll come back to this question later in my talk...</li> <li>Perhaps you'd like to raise this point at the end...</li> <li>I won't comment on this now...</li> </ul>
Summarising and concluding	<ul style="list-style-type: none"> <li>In conclusion...</li> <li>Right, let's sum up, shall we?</li> <li>I'd like now to recap...</li> <li>Let's summarise briefly what we've looked at...</li> <li>Finally, let me remind you of some of the issues we've covered...</li> <li>If I can just sum up the main points...</li> </ul>
Ordering	<ul style="list-style-type: none"> <li>Firstly...secondly...thirdly...lastly...</li> <li>First of all...then...next...after that...finally...</li> <li>To start with...later...to finish up...</li> </ul>

## Introductions

### Say 'hello'

Good morning/afternoon/evening ladies and gentlemen.

### ***Thank your audience for attending***

I would like to thank you for giving me your attention.

Thank you for inviting me to speak here today.

### ***Introduce yourself and any group members***

My name is .....(Your name) and I am from ..... (Your organisation/institute/school)

This is my colleague/classmate ..... (Your colleague's name)

### ***Introduce the Topic of your presentation***

Today, I'm going to talk about.....

The purpose of today's presentation is to.....

## The day of the Presentation:

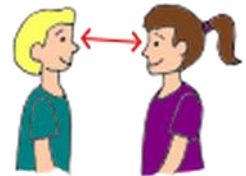
### Nerves

Most speakers are a little nervous at the beginning of a presentation. So it is normal if you are nervous. The answer is to pay special attention to the beginning of your presentation.



### Audience Rapport

You need to build a warm and friendly relationship with your audience. Each person should feel that you are speaking directly to him or her.



### Body Language

What you do not say is at least as important as what you do say. Your body is speaking to your audience even before you open your mouth.



### Voice quality

It is, of course, important that your audience be able to hear you clearly throughout your presentation. Speak in a clear voice and mindful of Intonation, Speed and Volume.



be

The important point is not to speak in the same, flat, monotonous voice throughout your presentation - this is the voice that hypnotists use to put their patients' into trance!

### Visual aids

Of all the information that enters our brains, the vast majority of it enters through the eyes. 80% of what your audience learn during your presentation is learned visually (what they see) and only 20% is learned aurally (what they hear). The significance of this is obvious:

- visual aids are an extremely effective means of communication
- non-native English speakers need not worry **so** much about spoken English - they can rely more heavily on visual aids

