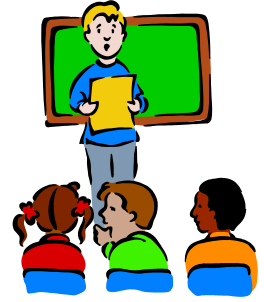


Giving a talk or presentation



Preparation

1. Gather material on your topic.
2. Brainstorm to find ideas on the topic and make a mind map.
3. Find information from relevant sources (library, school books, the internet, newspapers...).
4. Choose which main point you want to talk about.
5. Make a set of prompt cards in English which you can look at during your talk to remind you of what you want to say.
6. Use one card for each of your points. Give each card a suitable title.
7. Write down the key words, phrases and the vocabulary that you will need.
8. Note down any examples or quotations.
9. Note down any visual aids (OHPs, posters, flip charts, etc.) which you want to use.
10. Use colour markers to help you identify things on your cards easily when you are speaking.
11. Arrange your prompt cards in a logical order.
12. Make a prompt card for your introduction. To catch the listener's attention you could start with
13. an interesting question or fact
14. a quote or joke
15. a picture or cartoon on an OHP transparency
16. Make a prompt card for your conclusion.
17. Note the points you want to emphasize.
18. Make a note of a final quotation or example to use.

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Giving the talk or presentation

Practise your talk or presentation out loud preferably in front of a mirror or ask a friend/relative to listen to you.

1. Speak slowly and clearly.
2. Use short, clear sentences.
3. Vary your voice so that you do not sound boring, e.g. emphasize particularly important points by speaking a little bit more loudly.
4. Look at your audience as often as possible. Don't look at your prompt cards all the time.
5. Try not to make distracting movements such as waving your hands, etc.
6. Smile! (But don't laugh nervously!)
7. Start by introducing yourself (if necessary) and your topic. Finish by thanking your audience for listening and asking if anyone has any questions.

Useful phrases

Hello everybody (informal)

Good morning / afternoon, my name is (formal)

The subject of my talk today is

Can everyone hear me alright?

Can everybody see the board / screen / etc. ?

I'd like to begin by (+ verb in -ing form)

Let me start by saying a few words about ...

Let me give you an example.

If you look at the chart / graph / cartoon ... you'll see that

As you can see on the chart/ graph / cartoon

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I'd like to finish / conclude by (+verb in -ing form)

Let me finish by (+verb in -ing form)

Finally

Thank you very much for your attention.

Thank you very much for listening.

I hope you've all enjoyed my talk.

If you have any questions, please feel free to ask me.

I'd be happy to answer your questions.

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