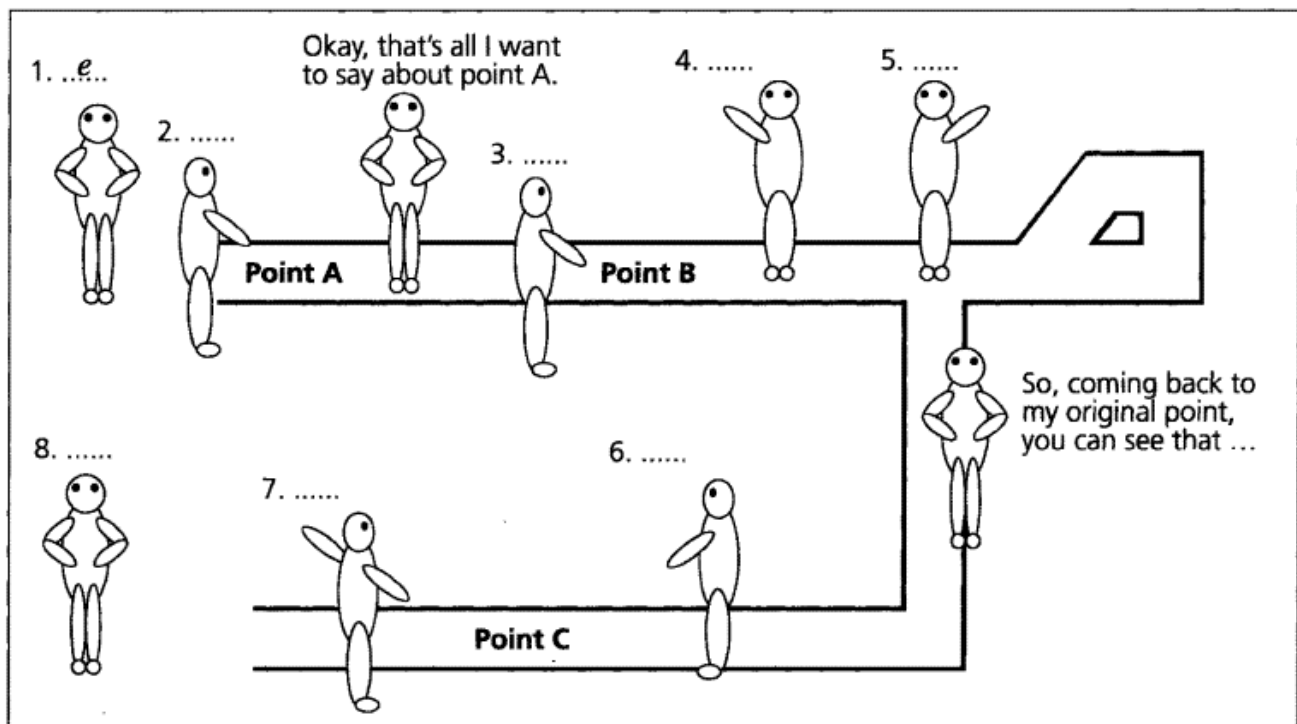


Using signposting to guide the listener through your presentation

1. Consider the position of the presenter's arms and try to put the phrases in the correct place on the diagram.

- Secondly, I'd like to consider...
- So, just before I finish, let me summarize the main points again. First..., second..., and finally, ...
- Before going on, I'd just like to take a moment to explain...
- Right, let's stop there. If you have any questions, I'd be pleased to try to answer them.
- I've divided my talk into three main parts. First I'll talk about... , then I'll mention... , and finally I'll say a little about...
- To conclude, I'd like to deal briefly with...
- As I mentioned earlier,...
- OK, let's move on to the first point.



OPENING PHRASES	Good morning to you all, and welcome. My name is ...
	In my presentation today, I'm going to talk about/look at/focus on ...
	The topic/purpose of my presentation is ...
GIVING AN OUTLINE	I've divided my presentation into ... parts.
	First, I'll talk about / give an overview of / present a few facts about ...
	In the second part, I'll focus on / look at ...
	Next, I'll focus on...
	And to finish off, I'll talk about / briefly describe ...
LINKING THE PARTS	So, for starters, let's look at...
	To begin with, let's look at ...
	That covers ...
	Now I'd like to move on to the next part of my presentation, which is...
	This brings me to my next point today ... Let's move on to ...
ENDING	This brings me to the end of my presentation today.
	This concludes my presentation.
	I hope you've enjoyed my presentation today.
	Thank you very much for your attention.
	Now, does anyone have any questions? If anyone has any questions, I'll do my best to answer them.
	If there are no more questions, I'll stop here. Thank you for listening.

Effective use of slides

2. Here are some useful phrases for referring to slides. Can you match them up?

1	Let's now look		interesting details.
2	To illustrate this, let's have a		at the next slide which shows...
3	The chart on the following slide		in the next bar chart.
4	The problem is illustrated		closer look at ...
5	Let me just show you some		attention to the figures...
6	If you look at the chart on the left,		shows how much...
7	I'd like to draw your		you'll see the details ...
8	In the upper right-hand corner		you can see the specifications for...

(Adapted from Grussendorf, M. (2007): English for Presentations. OUP)

Asking questions

“When you are not sure about something that your colleague has written, it’s a good idea to be careful how you ask questions and **avoid being too direct** otherwise you could sound more critical than you intend.”

Wallwork, Adrian (2013): English for Academic Correspondence and Socializing, p. 85

DIRECT QUESTION		INDIRECT QUESTION
WH- Q	What <u>was</u> <u>the problem</u> ?	Do you mind if I ask what <u>the problem</u> <u>was</u> ?
YES/NO Q	Is <u>there</u> any evidence to support this claim?	Could you tell us if / whether <u>there</u> <u>is</u> any evidence to support this claim?

Examples from actual use (corpora)

a. LEAD-IN PHRASES

You talked about...	I just had a quick / a very general question.
You mentioned...	I did have one question...
You said today that...	I have a question.
If I understood you/it correctly...	Actually, I had a question.
I'm not sure I understand...	Let me ask you a question.

b. INTRODUCTORY PHRASES

Could/Can I just ask...	(one more/final/last question?) you to go back and clarify... whether... how... / where... / what ...
I wonder if you could (just)...	tell us what / a (little) bit (more) about... talk a (little) bit about... describe (for us) the process / the way you... explain to us / clarify / help us understand...
I was wondering if you could...	be more specific about... fill us in a bit on... bring us up to date on...
Could you (just)...	give an example of... give us an/some idea of... give us a sense of...
Can you...	give us a brief description/overview/thumbnail of... comment on...
Do you (happen to) know...	how many... /why... /what... etc.
I'd like to know...	the reason...
Would/Do you mind...	telling us/me... / explaining... / repeating ... if I ask...
I wonder / I'm wondering...	if you think... if you agree with... whether or not you... what you think of...

	what your thoughts are on...
I was wondering...	if you might know... if you had/might have any (additional) information on... if you had/might have any advice/prediction/thoughts on... if you might comment on... what you think the difference is between... what you think about...
Would you...	say that... agree that... like to comment on that?
'do you think'	Do you think it's possible... How long do you think that's going to take? So, what's going to happen, do you think ?
'opinion' 'view'	I just wanted to ask your opinion/view about... I'd like to know what your opinion is ... Are these things, in your opinion , preventable? Is that a fair criticism, in your opinion ? In your view , why is it that... What must, in your view , be done...

Sources: *Corpus of Contemporary American English: Spoken (NPR)*², MICASE

3. Choose a few phrases you wish to remember and use them in transforming the following questions from direct into indirect ones. Compare your questions in pairs.

a. Are you going to continue developing this model?

b. What work have you been doing in this field?

c. How did you solve this problem?

d. What do you think of that theory?

e. Have your predictions proved accurate?

² On similarity of academic Q&A sessions and news interviews, see Konzett (2012).