

PRESENTATION ON PRESENTATIONS

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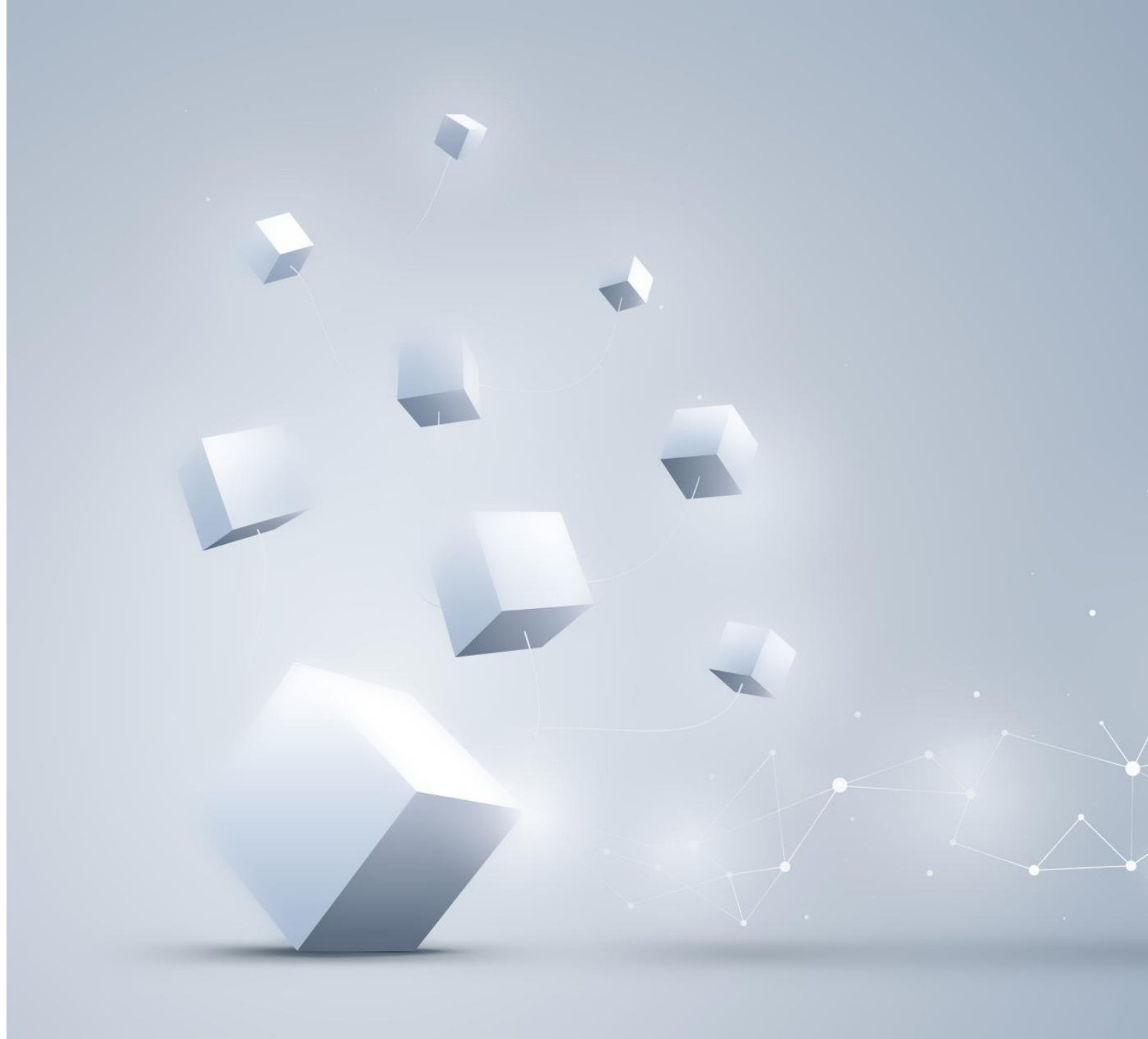




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- 2. Signposting Language**

1. REMEMBER THAT YOU ARE THE PRESENTER, NOT POWERPOINT

Use your slides to

- emphasize a point
- keep yourself on track, and
- illustrate a point with a graphic or photo.

Don't read the slides.

2. DON'T MAKE YOUR AUDIENCE READ THE SLIDES

- Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide)
- The bullet points should be headlines, not news articles.
- Write in sentence fragments using key words,
- keep your font size 24 or bigger



3. MAKE SURE YOUR PRESENTATION IS EASY ON THE EYES

- Stay away from weird colors and busy backgrounds.
- Use easy-to-read fonts such as Arial and Times New Roman
- Make sure they can read it before you begin



4. LEAVE OUT THE SOUND EFFECTS AND BACKGROUND MUSIC

...unless it's related to the content
being presented



5. STICK WITH SIMPLE ANIMATIONS IF YOU USE THEM AT ALL

Remember that some of your
audience may have learning
disabilities

6. PROOFREAD, PROOFREAD,
PROOFREAD

7. PRACTICE, PRACTICE,
PRACTICE



SIGNPOSTING LANGUAGE

1. Introducing the topic

The aim of this presentation is... / My presentation today is about... /

Today I'd like to talk about..



2. Listing the points

My talk will be in two (three, four) parts: First,...after that,... then,... finally,...

Firstly,... Secondly,... Thirdly,... Finally,...

I'll begin by looking at... Then, I'll move on to...Towards the end I ...

3. Changing the topic

- *Now I'd like to turn to... / Now let's look at...*

4. Focusing your audience's attention

- *What is interesting/important is... / Notice/Observe that*

5. Referring backwards/forwards

- *I mentioned earlier... / We'll come back to this point later...*
- *John discussed this in his part on... earlier*

6. Referring to visuals

- *Looking at the chart you can see... / As you can see from the graph,...*
- *The graph/chart shows...*

7. Checking understanding

Is that clear? / Are there any questions?

8. Speaker's attitude

*I believe/think that... / It seems to me that... / The point I'm trying to make here is
It's important/interesting to notice...*

9. Referring to common knowledge

As you know.... / As I'm sure you are aware... / It is commonly known that.../



10. Dealing with questions

That's a good point... / Can we get back to it later?

I'm afraid I'm not the right person to answer this question.

11. Ending the presentation

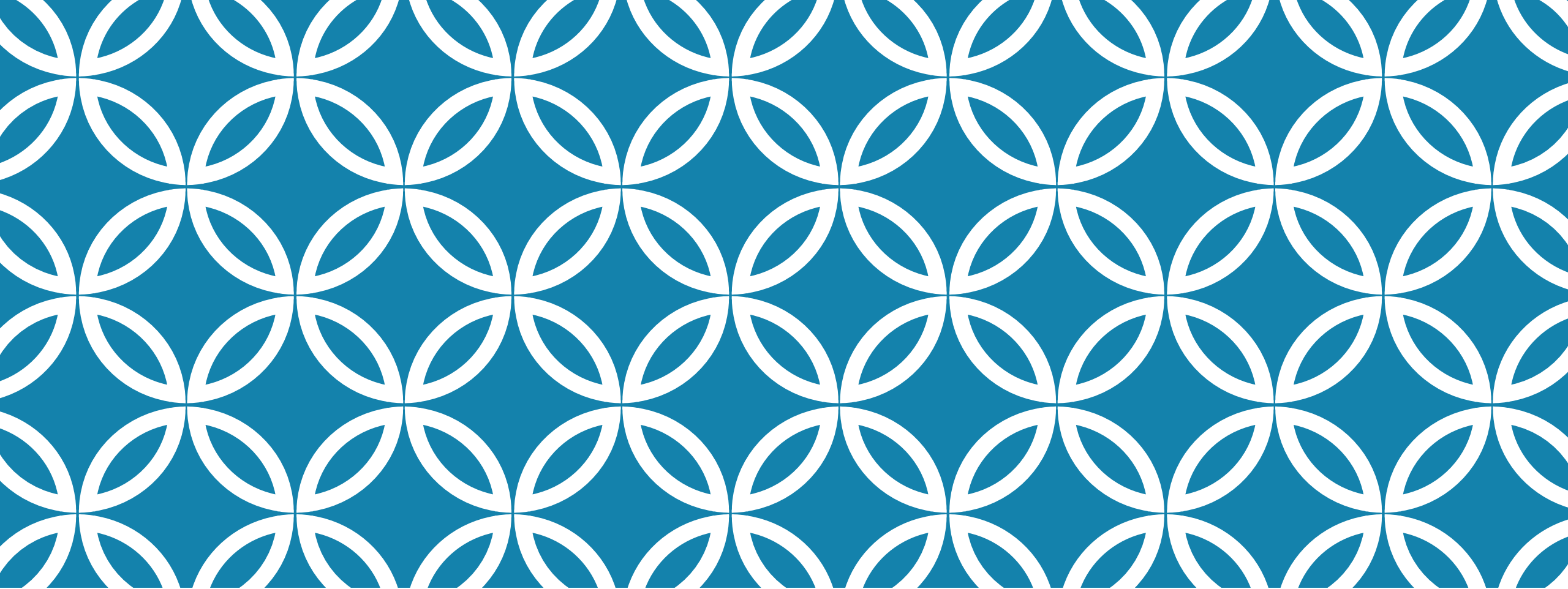
So, to sum up... In conclusion (we can say that)...

If you have any questions, I'll be pleased to answer them.

LITERATURE

<http://www.academic-englishuk.com/>

Emmerson, Paul. 2009. *Business Vocabulary Builder : Intermediate to Upper-Intermediate*. Oxford: Macmillan Education.



THANK YOU FOR YOUR ATTENTION