**MAKING A PRESENTATION**

* **Language**
  + **Formality and choice of wording is the presenter’s choice of appropriate spoken language**
  + **While an academic presentation is still fairly formal in style and register, spoken academic English is much less formal than written academic English**
  + **A presenter needs to connect with their audience more directly than they would as the author of a paper on the same topic - it would be very unnatural for someone to speak using written academic language, and a presenter needs to be natural to make that connection with their audience**
    - **using contractions (it´ll, there´s..) and less formal words (phrasal verbs, informal adjectives, idioms, informal expressions) which are often edited out of academic writing**
    - **asking questions of the audience, rather than phrasing the question as a statement, as academic writers do**
  + **Speaking in academic contexts means being able to give effective** [**presentations**](https://www.eapfoundation.com/speaking/presentations/) **and taking an active role in** [**seminar discussions**](https://www.eapfoundation.com/speaking/discussions/)
* **Presenter**
  + **The message you give with your body is as important as the one you give using words**
  + **Body language, both good and bad, involves many different elements. The most important ones are posture, position, movement, eye contact**
* **Introduction**
  + **The introduction is a crucial part of any presentation**
  + **There are many functions which you need to achieve**
    - **greeting the audience (Good morning/afternoon, ladies and gentlemen)**
    - **expressing your purpose:  your introduction needs to briefly sum up what you’re going to talk about and why it’s useful or relevant to your audience (I'm here today to…)**
    - **giving the structure and timing (To start with/Firstly, I'd like to look at… My presentation/talk/lecture will take/last about 20 minutes.)**
  + **It needs to be compelling**
  + **How you start and finish your presentation will make all the difference**
  + **Audiences usually make up their minds about someone in the first 7 seconds, so make those first moments count**
* **During presentation**
  + **It is helpful to be able to refer to your** [**visual aids**](https://www.eapfoundation.com/speaking/presentations/visuals/) **(As you can see here.., Here we can see.., If we look at this slide…)**
  + **A vital part of any presentation is 'transitioning' (moving on) to a new section (Let's now move on to/turn to… This leads/brings me to my next point, which is..)**
* **Concluding**
  + **The conclusion, like the introduction, has several functions**
    - **summing up the main points of the presentation (To summarise…)**
    - **giving a 'take-away' message (Let me end by saying.., I'd like to finish by emphasising..)**
    - **thanking the audience (Thank you for listening/ very much / for your time )**
    - **inviting questions (If you have any questions or comments, I'll be happy to answer them now)**