**TP Nº 5**

Guidelines for the **oral presentation** of a production process of goods or services:

1. Select a production process of a product or service related to your field of studies.
2. Look for information, specific vocabulary and images (check structures and vocabulary in the class booklet, such as *materials, properties, dimensions, the passive voice*).
3. Write the script of the process.
   1. Introduction: topic of the presentation and how the presentation is divided.
   2. Body: Description of the stages

*Check the useful expression for introducing, enumerating, etc.*

*c.* Include a graph to illustrate a part of your presentation and describe it.

1. Select the images, charts or any visual aid you would like to show (e.g. powerpoint slides). Write only key words in the slides (such as the names of the stages as *Selecting the raw materials or Raw materials selection, Storing, or Examination (-ing forms or nouns).*

**You are not** **allowed to write** **full** **sentences**.

1. **You are not** **allowed to read** what you have to say. You can have some notes as a guide.
2. The presentation has to be 7-10 minutes long.

**Developing your speaking skills: planned discourse**

|  |  |
| --- | --- |
| **POSITIVE** | **NEGATIVE** |
| * includes an efficient introduction and conclusion * resorts to real life examples to exemplify/prove point * speech is organized and easy to follow * uses connectors/linking phrases to keep speech organized * uses visual aids to help understand better * visual aids include charts, tables, diagrams, etc. which are easy to follow * introduces each idea efficiently and expands on each of them * defines new or key concepts * highlights important concepts in visual aids * conclusion rounds up everything said | * voice is monotonous * overuses gestures, which distracts the audience * examples are not clear or irrrelevant * speech is disorganized and hard to follow * does not interact with audience * uses very long sentences in Power Point Presentation, which are hard to follow and distracting |

**PRESENTATIONS (useful expressions)**

**Explain what your presentation is about at the beginning:**

*I’m going to talk about .../ I’d like to talk about ...*  
*The subject of my presentation today is…*

*The purpose of my presentation today is…*

**Explain how your presentation is organized**

*There are three parts to my presentation.*

*My presentation is divided into three section.*

*This presentation is divided into four main parts.*

*First, I will…. Second, I will discuss… Finally, I will…*

*To start with/Firstly, I'd like to look at...*

*Then/Secondly, I'll be talking about...*

*My third point will be about...*

*Finally, I'll be looking at...*

**Use these expressions to order your ideas:**

*First of all, ...  
Firstly, ...  
Then, ...  
Secondly, ...  
Next, …*

**Visual aids**

*As you can see here...*

*Here we can see...*

*If we look at this slide...*

*This slide shows...*

*If you look at the screen, you'll see...*

*This table/diagram/chart/slide shows...*

*On the right/left you can see...*

**Transitions/Starting a new section**

*This leads/brings me to my next point, which is...*

*I'd now like to move on to/turn to...*

*So far we have looked at... Now I'd like to...*

*The next issue/topic/area I’d like to focus on is….*

**Use these expressions to conclude/summarize your presentation:**

*To sum up, ...  
In conclusion, ...*

*Finally,…*