TIPS FOR AN ORAL PRESENTATION

Do:

* Use the planning time to prepare what you’re going to say.
* If you are allowed to have a note card, write short notes in point form.
* Use more formal language.
* Use short, simple sentences to express your ideas clearly.
* Pause from time to time and don’t speak too quickly. This allows the listener to understand your ideas. Include a short pause after each idea.
* Speak clearly and at the right volume.
* Have your notes ready in case you forget anything.
* Practise your presentation. If possible record yourself and listen to your presentation. If you can’t record yourself, ask a friend to listen to you. Does your friend understand you?
* Make your opinions very clear. Use expressions to [give your opinion](http://learnenglishteens.britishcouncil.org/exams/speaking-exams/opinions).
* Look at the people who are listening to you.

Don’t:

* Write out the whole presentation and learn every word by heart.
* Write out the whole presentation and read it aloud.
* Use very informal language.
* Only look at your note card. It’s important to look up at your listeners when you are speaking.

Useful language for presentations

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

*I’m going to talk about ...  
I’d like to talk about ...*  
*The main focus of this presentation is ...*

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

*First of all, ...  
Firstly, ...  
Then, ...  
Secondly, ...  
Next, ...  
Finally, ...  
Lastly, ...  
To sum up, ...  
In conclusion, ...*

**Use these expressions to add more ideas from the same point of view:**

*In addition, ...  
What’s more, ...  
Also, ...  
Added to this, ...*

**To introduce the opposite point of view you can use these words and expressions:**

*However, ...  
On the other hand, ...  
Then again, ...*

Example presentation topics

* Violent computer games should be banned.
* The sale of cigarettes should be made illegal.
* Homework should be limited to just two nights a week.
* Should school students be required to wear a school uniform?
* How to become the most popular teen in school.
* Dogs should be banned from cities.