



DHBW

Mannheim

Presentation and Communication

Studiengang Wirtschaftsinformatik

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Smooth structure: A car journey

It's been said that a presentation is like a car journey. If it is, what might be the equivalent in a presentation of the following?

turning the key in the ignition describing your route on the map making a turn
moving into the fast lane stopping to take a closer look at something doing a U-turn
pointing out some of the sights taking a short detour arriving at your destination

Smooth structure: Signalling expressions

Match the signalling expressions below to the icons you think best illustrate them. The first one has been done for you as an example.

- a** OK, moving on to ... **b** So that brings you up to date on ... **c** So to recap on ...
d Just to digress for a moment... **e** And this brings us on to the subject of...
f So, let's look back at ... **g** Turning for a moment to the question of ...
h Just to give you a quick snapshot of ...
i OK, as time's moving on, I'm going to briefly take you through ...
j So just to expand on that a little... **k** There are three things I want to talk to you about ...
l And, in a way, this goes back to what we were saying earlier ...

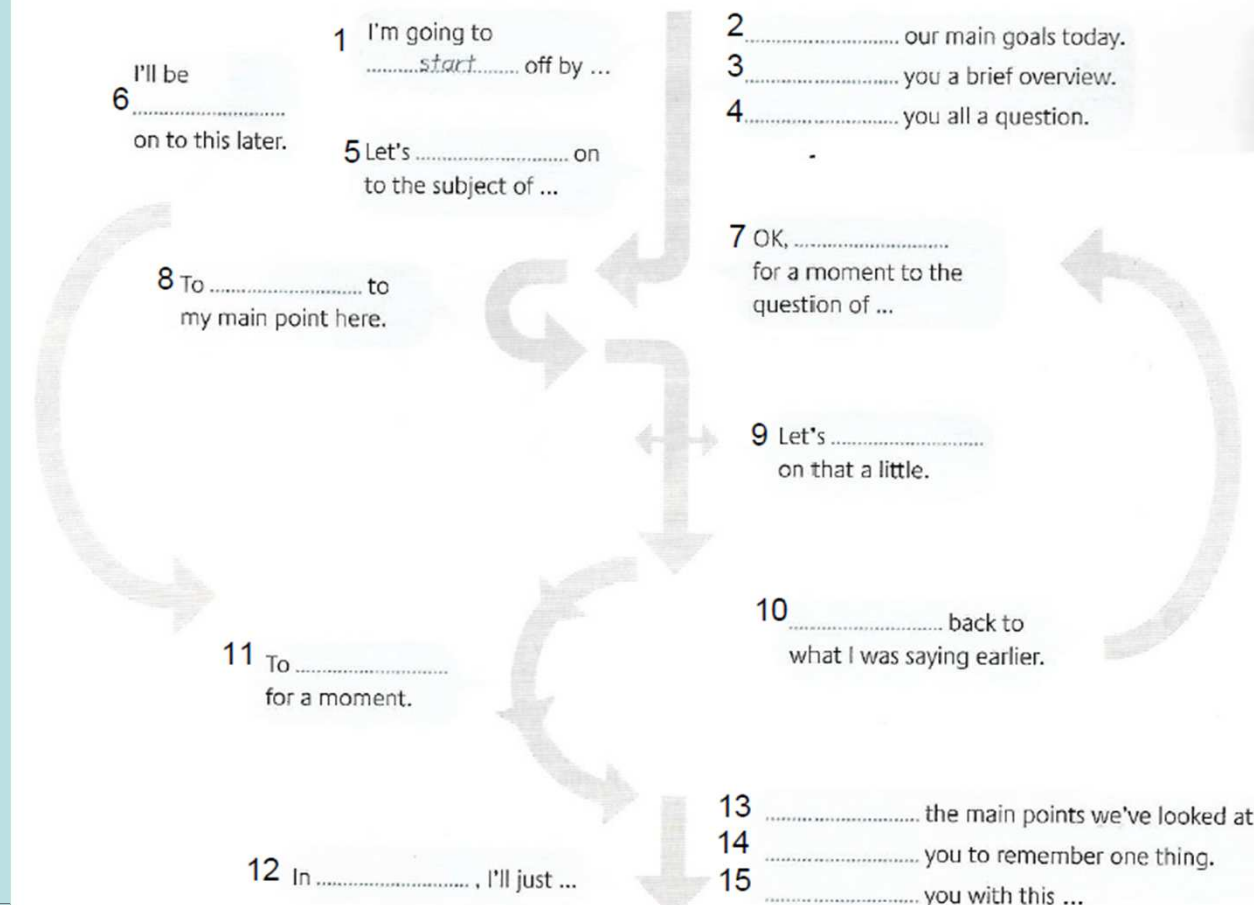
1 2 3



Smooth structure: Signalling expressions

2 If a presentation is a kind of journey, then the ability to signpost that journey is clearly critical. Complete the 'signpost language' below:

ask digress expand leave move return start summarise
asking closing coming giving going outlining turning



I'll be
6 coming
on to this later.

1 I'm going to
start off by ...

5 Let's move on
to the subject of ...

2 outlining our main goals today.

3 giving you a brief overview.

4 asking you all a question.

8 To return to
my main point here.

7 OK, turning
for a moment to the
question of ...

9 Let's expand
on that a little.

11 To digress
for a moment.

10 Going back to
what I was saying earlier.

12 In closing, I'll just ...

13 summarize the main points we've looked at.

14 ask you to remember one thing.

15 leave you with this ...

Smooth structure

PRESENT

Make the transition from the first to second part of the presentations below, using the key words to help you.

OBJECTIVES <i>OK / first / all / going / fill you in / project objectives</i>	➔	PROGRESS <i>then / bring you up to speed / how / progressing so far</i>
COST LEADERSHIP <i>just like / say / little bit more / cost leadership / I may</i>	➔	PRICING STRATEGY <i>before / move on / pricing strategy</i>
TEXT-TO-SPEECH <i>so that was / text-to-speech software / first thing / wanted / share / you today</i>	➔	SPEECH-TO-TEXT <i>now / let's take / look / even more exciting speech-to-text package</i>
OVERVIEW <i>OK, so / that's / overview / what contract covers</i>	➔	DETAILS <i>let's drill down / some</i>
OUTSOURCING <i>now / coming back / this later on</i>	➔	CROWDSOURCING <i>but just / give / quick outline / how crowdsourcing works</i>
BACKGROUND <i>so there / nutshell / have / background / project</i>	➔	MILESTONES <i>now let's look / some / milestones / scheduled / plan</i>

Smooth structure: The maze

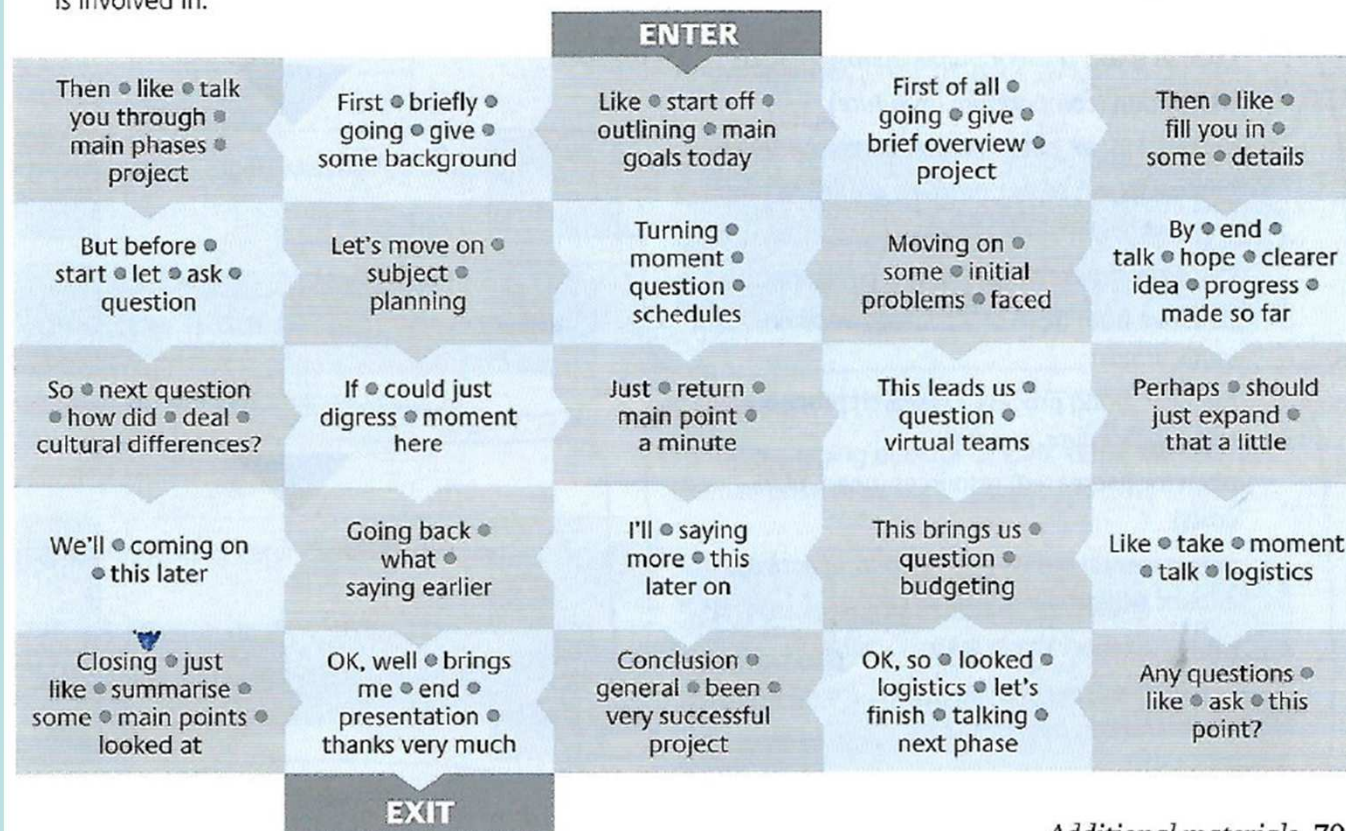
5 THE SIGNPOST MAZE Work with a partner. You are going to play a game to practise using signpost language.

Enter the maze below and take it in turns to speak using the signpost notes to help you. One of you should take the grey squares and the other the blue. Follow the arrows until you reach the exit. Then swap squares and see if you can find a different route.

If you can't think of what to say, you lose a point!

Once you're used to the game, try just looking at the notes in each square as you play and then standing up to speak.

The situation is: a presenter is reporting to his/her superiors on an intercultural project he/she is involved in.



Additional materials 79



Smooth structure



Quellenangabe

Powell, Mark (2011) Dynamic Presentations, Cambridge: Cambridge University Press