

Presentation and Communication

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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.

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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 ...
I And, in a way, this goes back to what we were saying earlier ...
```















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 I	eave move return start summarise			
	asking closing comin	g giving going outlining turning			
l'll be 6	1 I'm going tostart off by	2 our main goals today. 3 you a brief overview.			
on to this later.	5 Let's on to the subject of	4you all a question.			
		7 ок,			
8 Tomy main p		for a moment to the question of			
		9 Let's on that a little.			
	r a moment.	10back to what I was saying earlier.			
12	In, I'll just	the main points we've looked at. you to remember one thing. you with this			

1 I'm going to start off by ...
6 coming on to this later.
5 Let's move on to the subject of ...

8 To return to my main point here.

11 To digress for a moment.

12 In closing , I'll just ...

- outlining our main goals today.
 giving you a brief overview.
 asking you all a question.
- 7 OK, turning for a moment to the question of ...
 - 9 Let's expand on that a little.

10 Going back to what I was saying earlier.

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

OK / first / all / going / fill you in / project objectives



PROGRESS

then / bring you up to speed / how / progressing so far

COST LEADERSHIP

just like / say / little bit more / cost leadership / I may



PRICING STRATEGY

before / move on / pricing strategy

TEXT-TO-SPEECH

so that was / text-to-speech software / first thing / wanted / share / you today



SPEECH-TO-TEXT

now / let's take / look / even more exciting speech-to-text package

OVERVIEW

OK, so / that's / overview / what contract covers



DETAILS

let's drill down / some

OUTSOURCING

now / coming back / this later on



CROWDSOURCING

but just / give / quick outline / how crowdsourcing works

BACKGROUND

so there / nutshell / have / background / project



MILESTONES

now let's look / some / milestones / scheduled / plan



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.

		ENTER		
Then • like • talk you through • main phases • project	First • briefly • going • give • some background	Like • start off • outlining • main goals today	First of all o going o give o brief overview o project	Then ● like ● fill you in ● some ● details
But before start let ask question	Let's move on ● subject ● planning	Turning oment of question of schedules	Moving on some initial problems faced	By • end • talk • hope • clearer idea • progress • made so far
So next question how did deal cultural differences?	If © could just digress © moment here	Just • return • main point • a minute	This leads us question virtual teams	Perhaps • should just expand • that a little
We'll © coming on ● this later	Going back • what • saying earlier	I'll o saying more o this later on	This brings us • question • budgeting	Like • take • moment • talk • logistics
Closing • just like • summarise • some • main points • looked at	OK, well • brings me • end • presentation • thanks very much	Conclusion • general • been • very successful project	OK, so looked logistics let's finish talking anext phase	Any questions • like • ask • this point?
	EXIT			

Additional materials 79



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Smooth structure

Grundlagen des wissenschaftlichen Arbeitens I

Quellenangabe

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