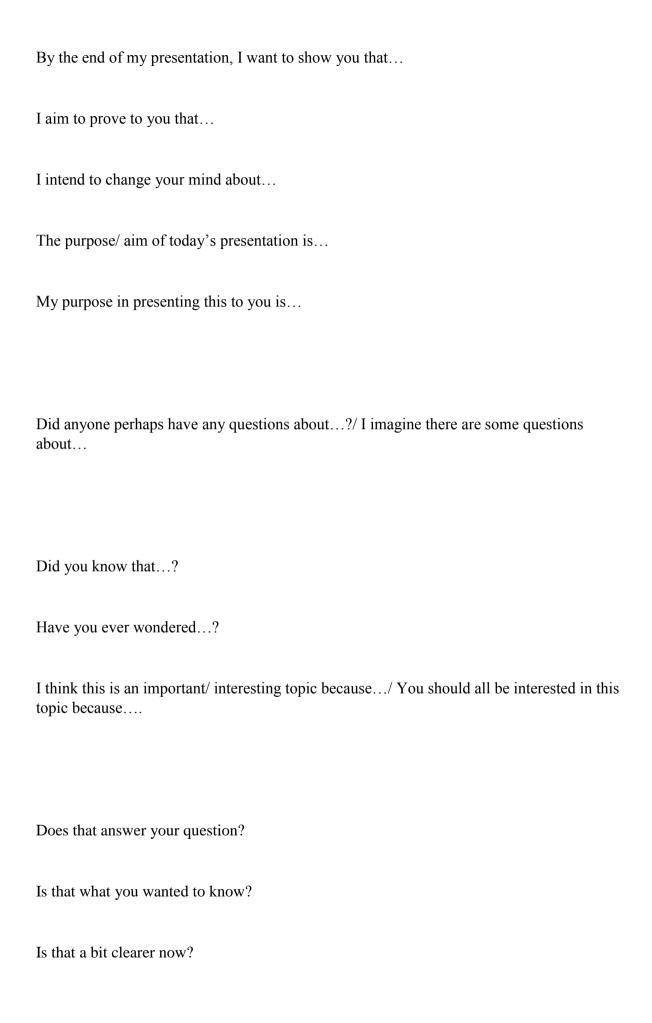
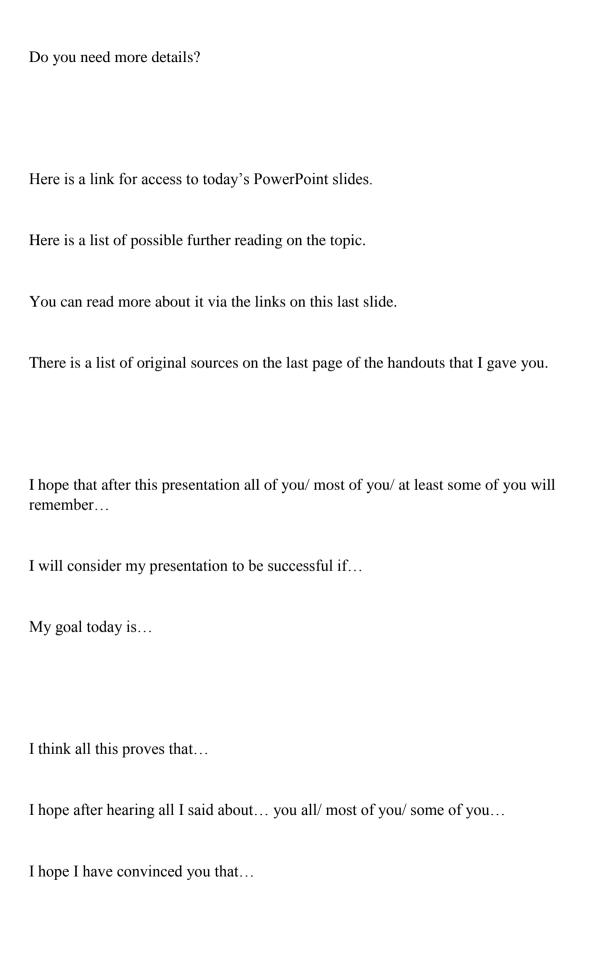
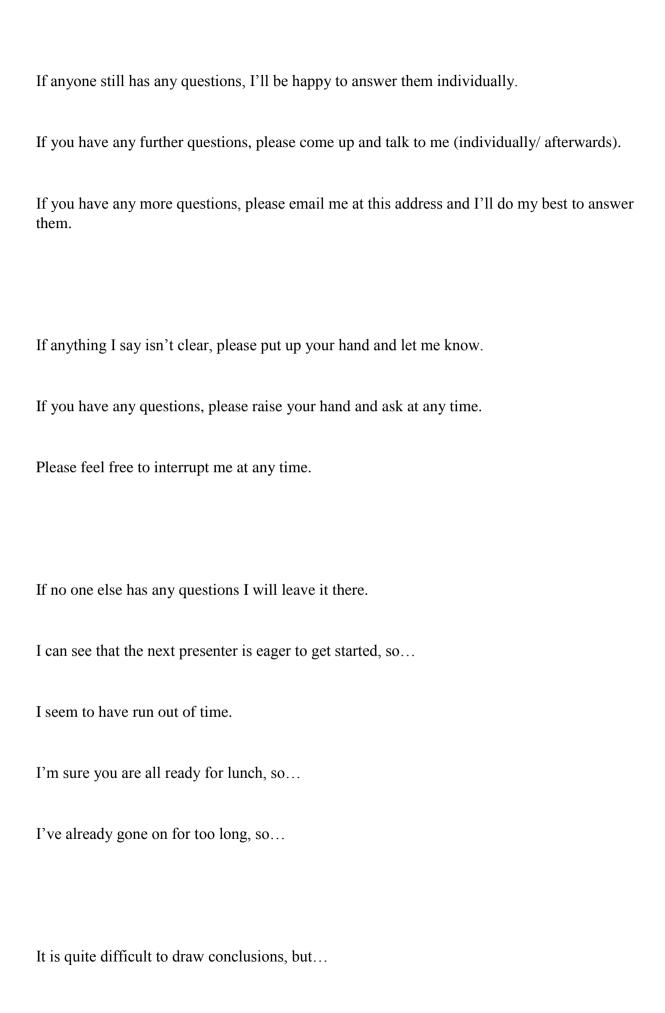
Opening and closing presentations

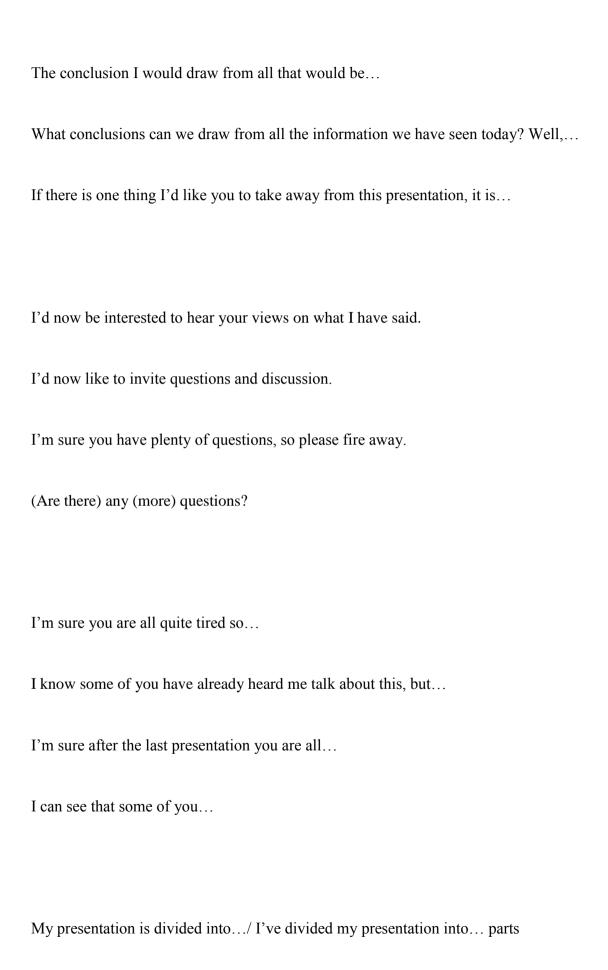
Without looking below, listen to your teacher read out some phrases and hold up one of the two cards that you have been given depending on whether it is used to open or close presentations.

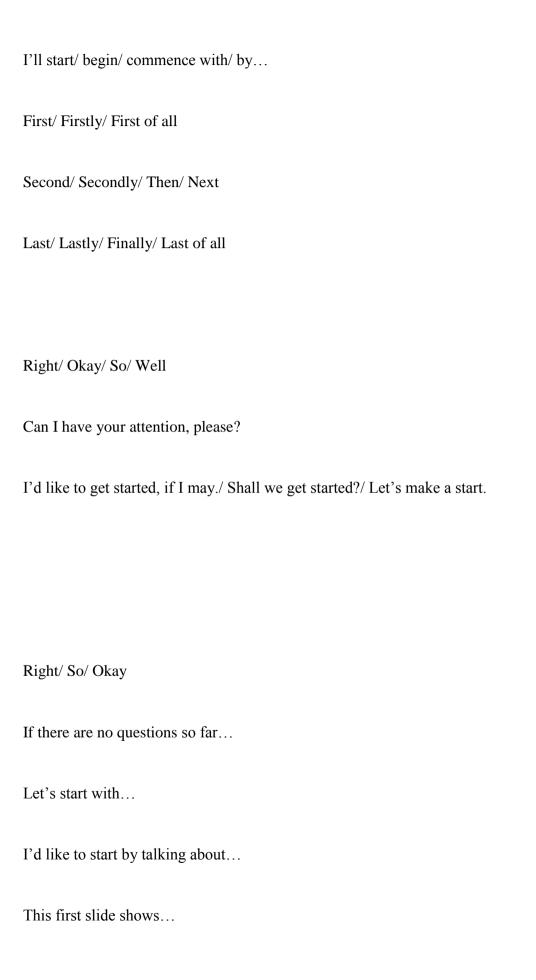
Label the sections below with S for starting or E for ending.
(That's a) (very) good question/ point./ That's an interesting question.
I'm glad you asked me that.
Sorry, I should have mentioned that.
Thanks for your question.
I expected that question.
I'm sure many people have the same question.
As (a few of/ some of/ many of/ most of/ almost all of) you know, I'm and
For those of you who don't know me already,
I should probably start by introducing myself. I
I think most of you know me, but I'll introduce myself anyway.

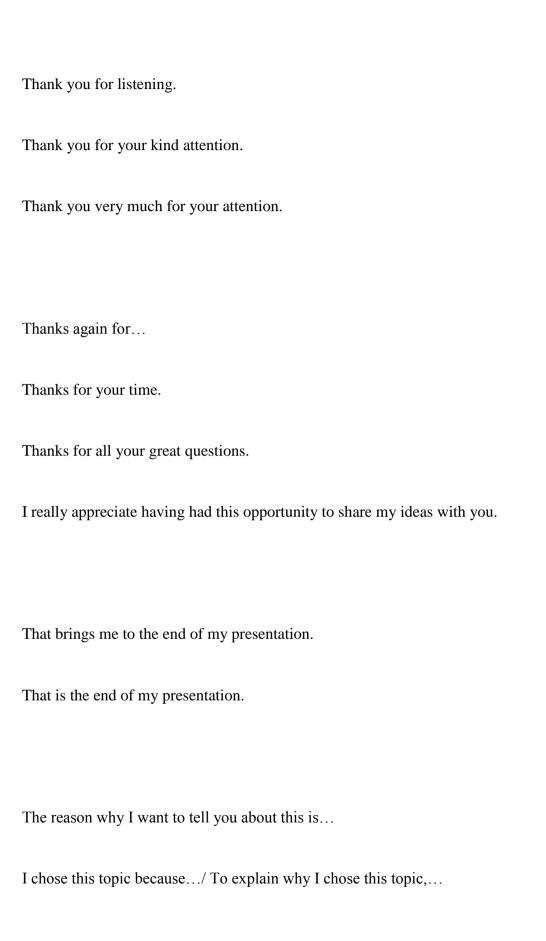


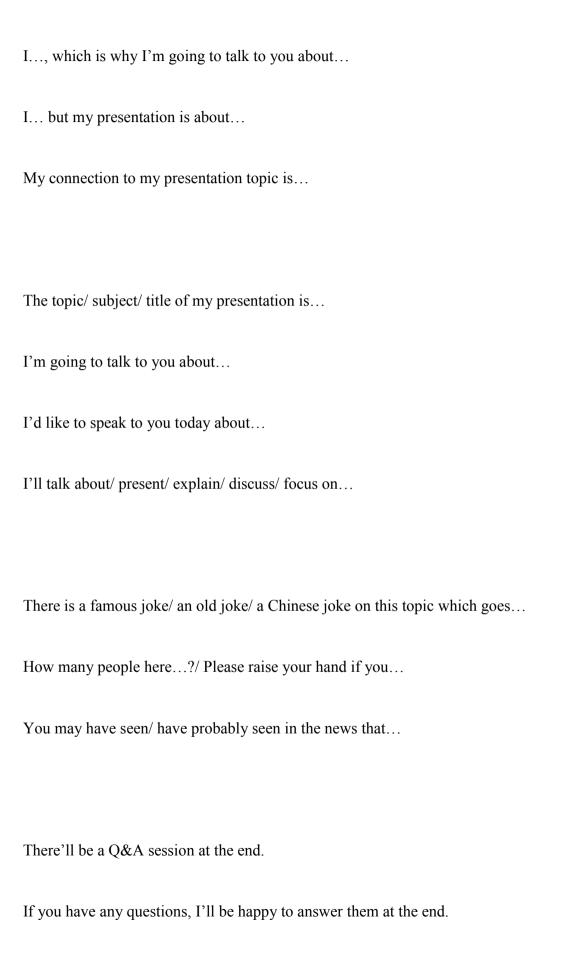


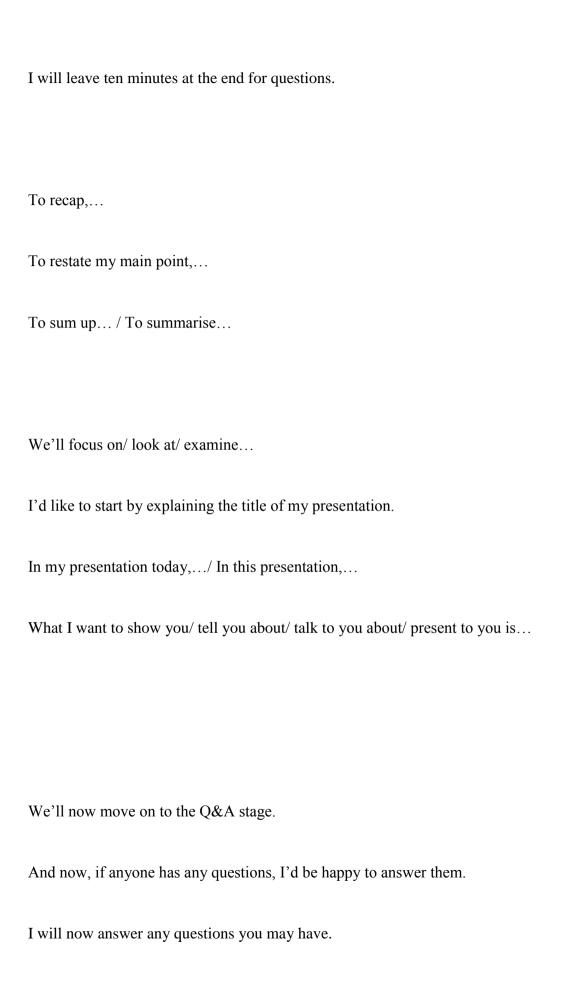










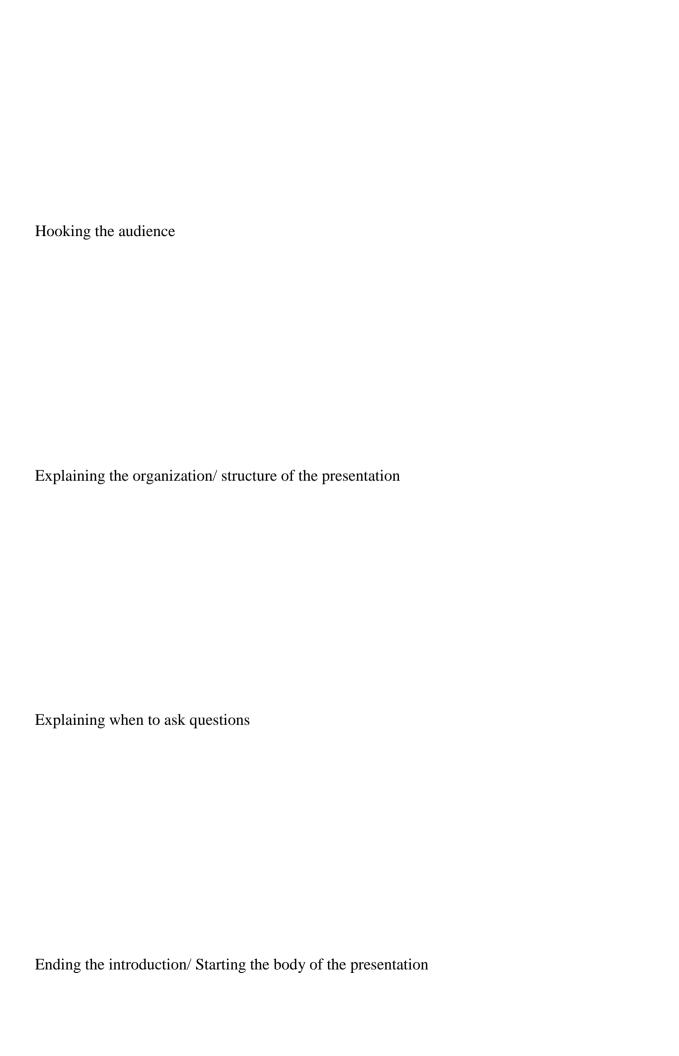


Yes, what is your question please/ what would you like to ask me/ what would you like to know?
Yes, please go ahead./ Yes, please ask away.
Yes, the gentleman in the corner with the green tie./ Yes, John.
Yes, do you have a question?
Cards to hold up
Starting
Ending

Starting			
Ending			
Starting			
Ending			
Starting			
Ending			
Starting			
Ending			

Starting
Ending
Without looking above, try to remember and/ or think of as many phrases as you can for all the functions below:
Starting
Getting people's attention/ Starting the introduction
Showing awareness of the audience/ Connecting with the audience

Introducing yourself	
Giving personal information	
Explaining the content	
Explaining your aim	

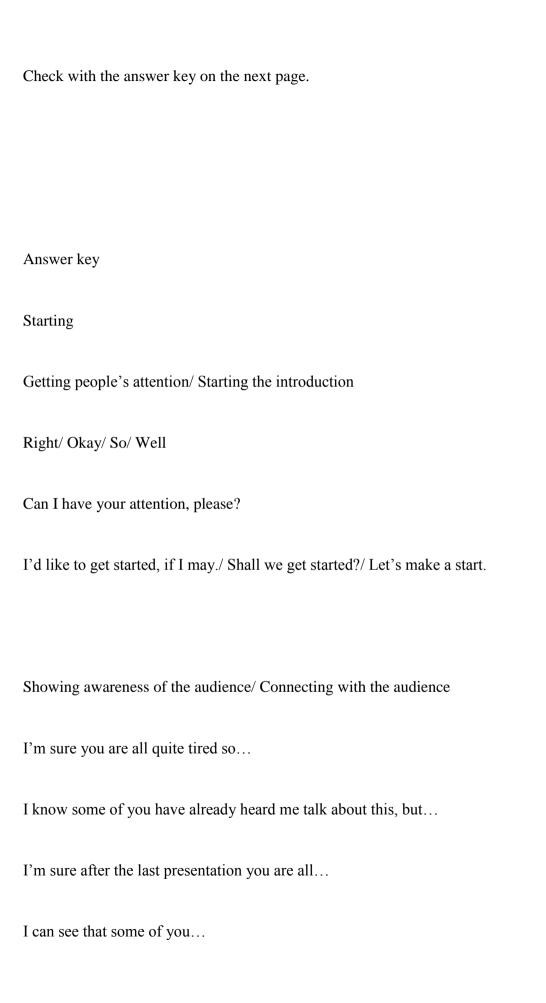


Ending
Summary/ Conclusion
Ending the presentation and starting the Q&A

Dealing with questions

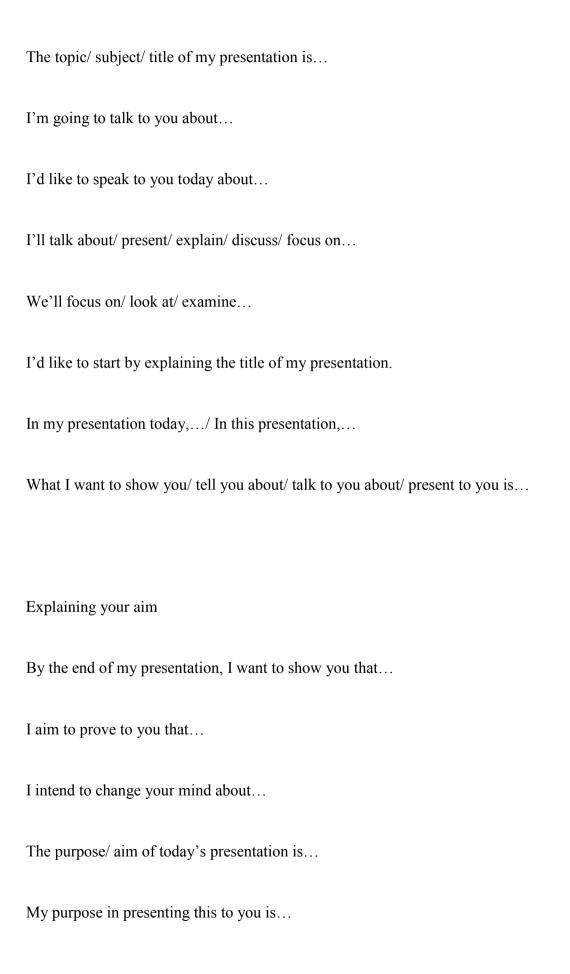
Ending the Q&A

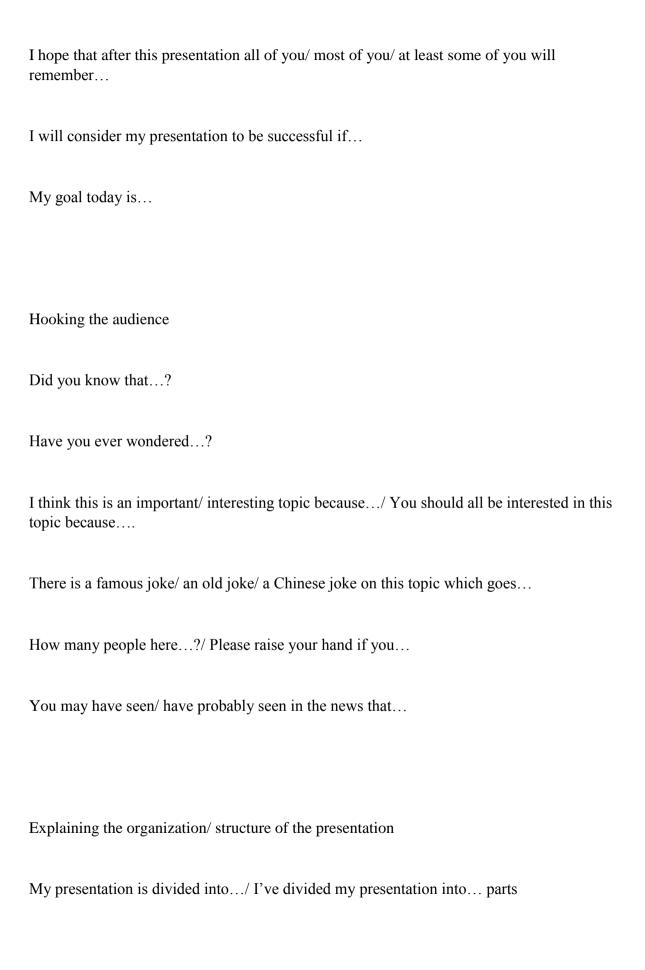


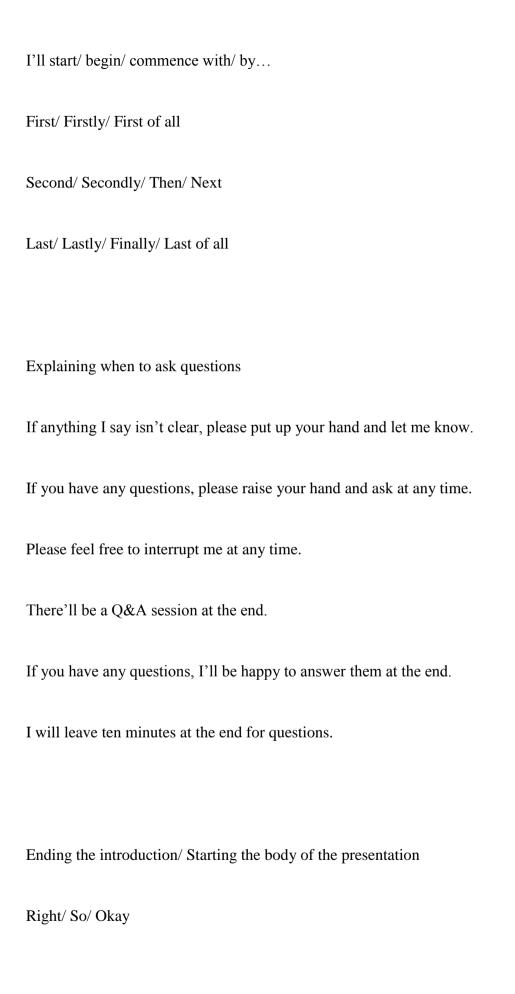


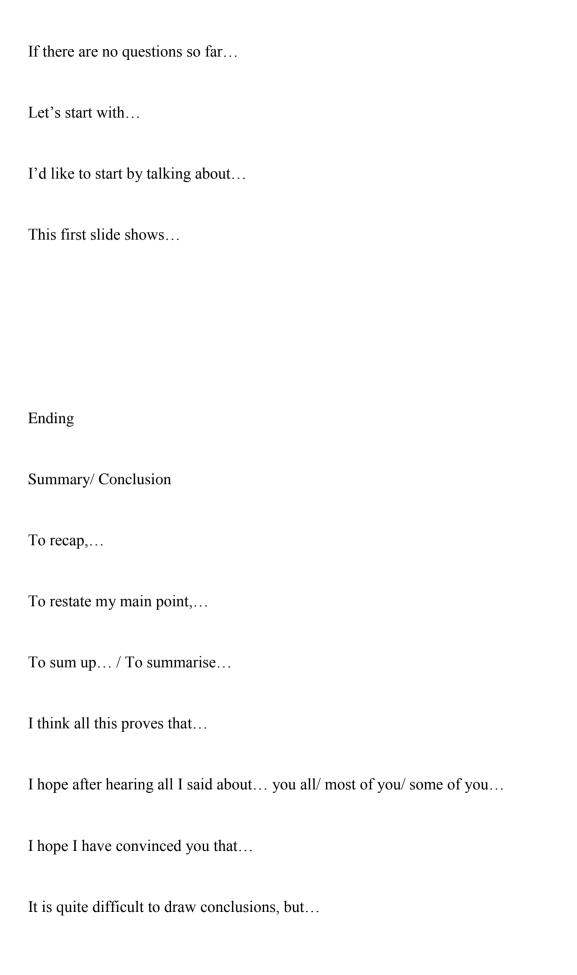
Introducing yourself
As (a few of/ some of/ many of/ most of/ almost all of) you know, I'm and
For those of you who don't know me already,
I should probably start by introducing myself. I
I think most of you know me, but I'll introduce myself anyway.
Giving personal information
The reason why I want to tell you about this is
I chose this topic because/ To explain why I chose this topic,
I, which is why I'm going to talk to you about
I but my presentation is about
My connection to my presentation topic is

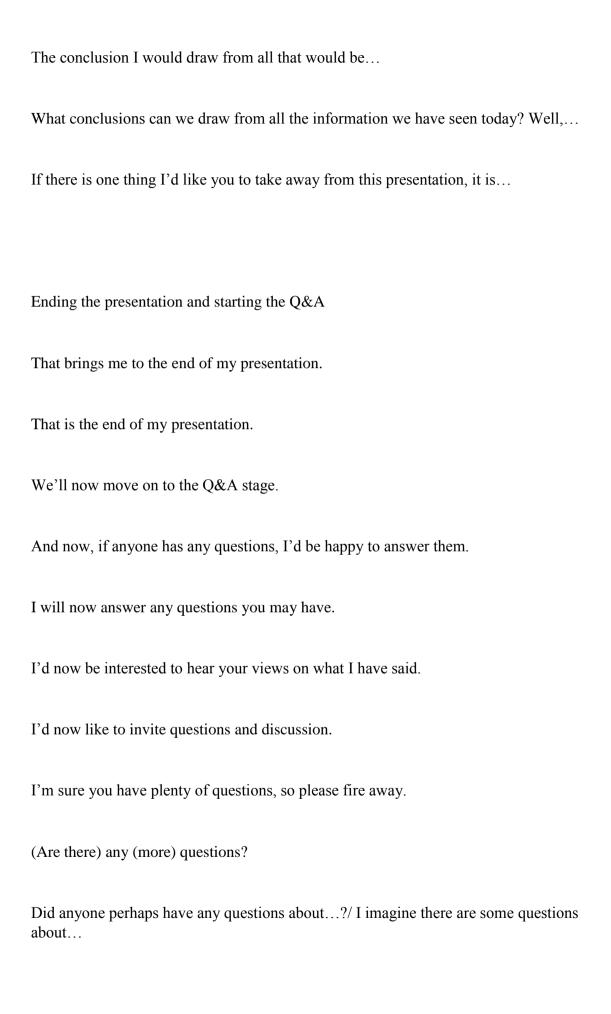
Explaining the content



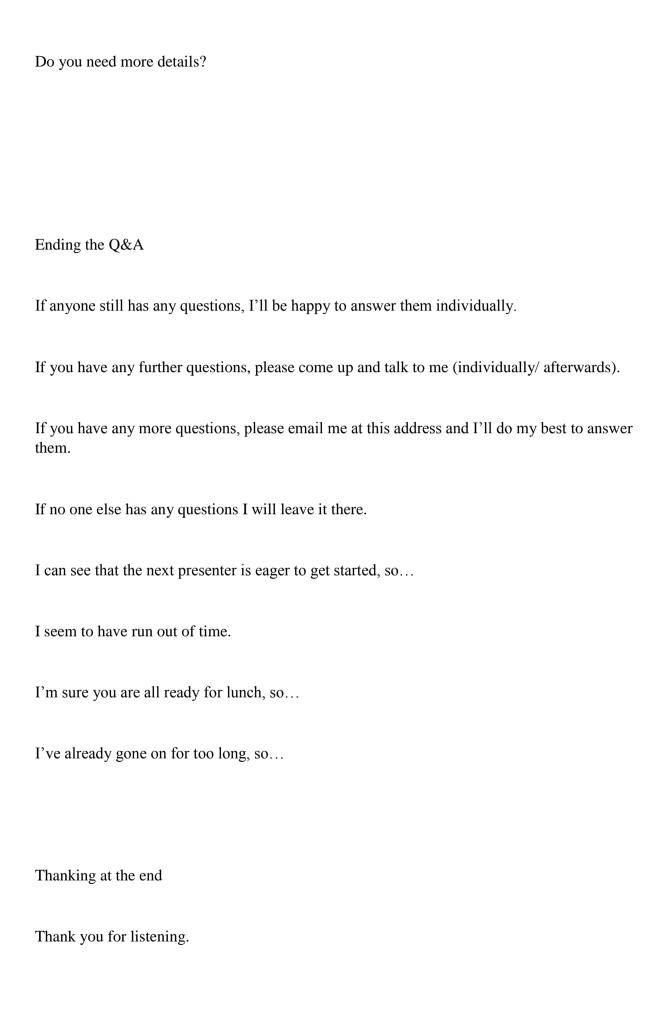








Dealing with questions
Yes, what is your question please/ what would you like to ask me/ what would you like to know?
Yes, please go ahead./ Yes, please ask away.
Yes, the gentleman in the corner with the green tie./ Yes, John.
Yes, do you have a question?
(That's a) (very) good question/ point./ That's an interesting question.
I'm glad you asked me that.
Sorry, I should have mentioned that.
Thanks for your question.
I expected that question.
I'm sure many people have the same question.
Does that answer your question?
Is that what you wanted to know?
Is that a bit clearer now?



Thank you for your kind attention.
Thank you very much for your attention.
Thanks again for
Thanks for your time.
Thanks for all your great questions.
I really appreciate having had this opportunity to share my ideas with you.
Giving further information
Here is a link for access to today's PowerPoint slides.
Here is a list of possible further reading on the topic.
You can read more about it via the links on this last slide.
There is a list of original sources on the last page of the handouts that I gave you.
Test each other in pairs:
 Read out phrases and see if your partner can remember if they are for starting or ending

_	Read out phrases and see if your partner can remember which function above it is has
– possi	Choose one function above and help your partner come up with as many of examples as ible
each	Choose starting or ending and help your partner come up with at least one example of function for that part of presentations.