

Making presentations and speeches

COMMUNICATION

LEVEL	NUMBER	LANGUAGE
Advanced	EN_BE_3404X	English



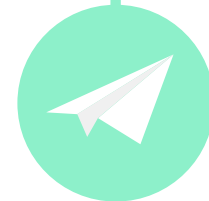


Goals

- Can recognise and recall the typical structure or ordering used in a presentation or speech.
- Can successfully use a logical structure to open and close a speech or presentation.



Giving a **speech** or making a **presentation** can induce **anxiety** in even the most outgoing of people. However, by the end of this lesson you should feel confident enough to make a speech, even in English.





Speeches and presentations

When do we make speeches or give presentations?



at work

at school

at a wedding

at formal events

Making presentations and speeches

We make speeches and presentations for various reasons, but the primary aim of them is always to **communicate information** or to **convince** the audience to do something.

I'm here today to talk to you about an exciting new project that my team and I have developed.



Opening statements

Which of these phrases is better for an opening statement for a presentation to a group of business leaders?

“

Hi, I'm Max. It's great to see you all today.

”

“

Good morning ladies and gentlemen. My name is Max and I'm delighted to welcome you all here today.

”



Closing statements

Which of these phrases is better for ending a presentation to the same group of business leaders?

“

That's all for today. Thanks for listening.

”

“

That brings me to the end of my presentation. Thank you
for your attention.

”



Can you add any other phrases to these categories?

introducing the topic

Today I am going to talk to you about...



structuring the presentation

My talk is divided into three parts. Firstly, I would like to focus on...



changing topic

That brings me to my next point.



inviting questions

Does anyone have any questions?



Making presentations and speeches

Firstly, here are some general tips when making presentations and speeches. Overcome your nerves and smile at the audience. Make **eye contact**.

Start strongly. After the initial introduction has been made, **engage the audience** with an **anecdote** or a surprising fact or statement.

Keep the presentation simple. Focus on your **core message**. Show your **passion** for the subject. There is nothing worse than listening to someone who is bored even by themselves.

Good afternoon, my name's Marco and I'm here to tell you why teaching won't make you rich but might just make you happy.



Opening statements

- The **opening statement** is possibly the most important part of giving a presentation.
- The **first impression** that you give your listeners should be professional, polite, organised and calm.
- Below are some phrases for making an introduction. You can use one or a combination of them to open a presentation or speech.

formal opening statements	less formal opening statements
Good afternoon ladies and gentlemen.	Hi everyone, welcome.
I would like to welcome you on behalf of Lingoda.	Welcome to this presentation at Lingoda.
My name is James and I am the head of Human Resources.	Hi, my name's James and I'm from HR.



Introductions to presentations and speeches

- After your generic **opening statement**, you should very clearly tell the audience what the presentation is going to be about. Of course the listeners should know this already, but it is a **reassurance** for them that you will focus on the topic, and restating it helps you keep on track too.

introductory statements

I would like to take this opportunity to talk about...

I'm here today to tell you about...

Today we are going to be talking about...

Today I would like to outline...

As you're aware, we're here to talk about...





Structuring your presentation

- Just as it is important to restate the topic of your presentation or speech, it is also important to have a **clear structure**.
- The audience likes to be told what they are going to listen to and in what order.
- Listeners are also pleased that the speaker is organised. Again, stating the structure helps you to stay **on track**.

- My talk is divided into four sections.
- There are three parts to this presentation.
- I will begin by talking about...
- Then/next I will talk about...
- Finally...
- I will welcome questions at the end.





Background information

- You may want to begin a presentation by giving some **background information** on the topic.



I'd like to begin by giving some **background information**.



I'll invite questions
at the end.



A presentation about English teaching

**Read through the beginning of this presentation with your teacher.
Can you identify some of the phrases suggested in the previous slides?**

Good afternoon ladies and gentlemen. My name is Alexa and I am a senior teacher here at English Forever. I'm here today to talk to you about the best job in the world: teaching English. There are three parts to this presentation. Firstly, I will talk about how you can get started in English language teaching; next I will tell you about the highlights and lowlights of the job; and finally I will talk about how to move upwards in your career. I will invite questions at the end.

I want to give a little background information to begin with. It is estimated that one billion people are learning English in the world right now...





Over to you

Using the text on the previous page as well as all of the phrases in the previous slides to help you, give the beginning of a presentation to your teacher. Your presentation should be about your job or something that you are studying. Imagine that your audience is full of people who want to do the same thing as you.





Changing topic

- You need to give the audience a clear sign that you are moving on to the next topic in your presentation. It keeps both you and the audience focused.

statements for changing topic

Let's move on now to...

Turning our attention now to...

That takes me to my next point...

I'd now like to talk about...

Does anyone have any questions before I move on?





Explaining information and visuals

- All presentations rely on facts to **convey a point** to the audience. Some presentations will involve visuals, such as charts, tables or diagrams.

- As the figures show...
- Based on our findings...
- The data shows that...
- This table shows...
- The diagram illustrates my point...





Summarising and inviting questions

- Once you have discussed the main points of your presentation, it is vital to give a **brief summary**. This way you can **drive your points home** and the audience has a chance to remember everything before asking a question.
- After you have summarised your points, you should then **invite questions** from the audience.

statements for summarising	inviting questions
In summary...	Would anyone like to ask any questions?
To summarise my main points...	I'll now be taking questions.
In conclusion, let me sum up my main points.	I'm now happy to answer any questions you may have.
To recap...	Please don't hesitate to ask questions now.



Closing statements

- The end of your presentation is also important. It is how your audience will remember you.
- Below are some phrases for ending your presentation. You can use one or a combination of them to end a presentation or speech.

formal closing statements	less formal closing statements
That brings me to the end of my presentation.	That's all from me. Thank you very much.
Thank you for your attention and goodbye.	Thanks for listening. Goodbye.
I'd like to conclude by...	I'll finish by saying...



What do you remember?

Which phrases do you remember for each category?

changing topic

inviting questions

closing statements



A presentation about English teaching

Here is a continuation of the presentation from earlier. Again, can you identify some of the phrases suggested in the previous slides?

...so overall, the good outweighs the bad. We'll now turn our attention to how to progress in your career. As the figures show, the benefits of further training cannot be doubted.

...

To summarise, a teacher training course along with a degree are the only ways into a stable job. The highlight of the job is the interaction with students, while the paperwork may be a lowlight for some. And finally, further training almost guarantees promotion. I'll now be happy to answer any questions you may have.

...

That brings us to the end of our time. Thank you and goodbye.





Over to you (again!)

Using the text on the previous page to help you, as well as all of the phrases in the previous slides, continue your presentation. As in the example above, you should skip over the details.





Your presentation

You are now going to give another short presentation to your teacher. Try to use as many of the phrases as you can. You can present on a topic of your choice or one below. Don't worry about facts – rather, the more outrageous the better!



Why cows make the best pets.

How to be British.

Losing weight eating McDonalds.

anxiety

Most of us have some **anxiety** about appearing in front of an audience, especially when something important is **at stake**. Having **anxiety** can make our heart beat a little faster and gives a **rush of adrenaline** to the brain.

Anxiety, however, is not entirely negative. It can make us work harder and perfect our presentation, and can give us a **boost of energy** when we go on stage.

I had a lot of **anxiety** before going on stage, but I felt totally calm when I got up there.

embarrassment

Embarrassment is a feeling of **self-consciousness** or **shame**. When we have to stand in front of a large group of people, we often feel a bit **self-conscious**.

We also worry about the potential for embarrassment. For example, what if we make a mistake? Or if someone in the audience knows more than we do?



I was so **embarrassed** when my boss pointed out a mistake I'd made.

fear of public speaking

stage fright

Stage fright, or a **fear of public speaking**, is defined as the **nervousness** before or during an appearance in front of an audience.

Stage fright, unlike sheer nervousness or anxiety, does not **manifest itself** in any positive way. In fact, stage fright can stop people from performing completely. Symptoms include dizziness, sweating and tremors in the legs.



A lecturer should not have a **fear of public speaking**.



She got stage **fright** right before shooting started.



Combating stage fright

**What can people do
to combat anxiety or
stage fright?**

deep breathing

practise

visualise
success



About you

Ask and answer these questions with your teacher.

Have you ever
given a speech or
presentation?

Do you have
anxiety before
public speaking?

Have you
witnessed anyone
suffering from
stage fright?

Have you ever
heard a really
fantastic speech?



Reflect on the lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!



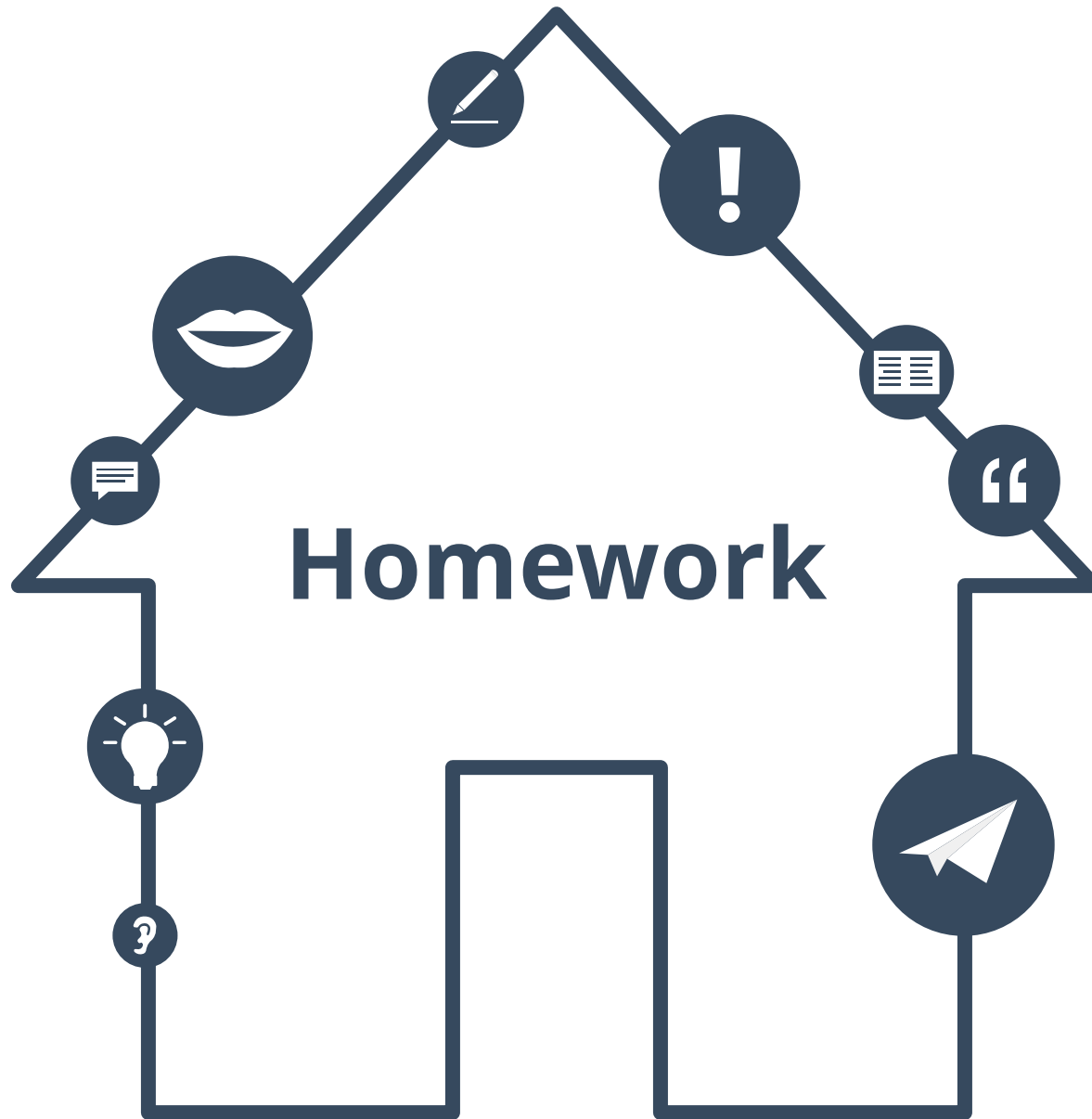


Answer key

Exercise p. 14

Formal: I would like to welcome you on behalf of Lingoda, I would like to take this opportunity to talk about..., Good afternoon ladies and gentlemen..., I'll invite questions at the end.

Less formal: Today I'm going to be talking about..., You can ask questions at the end, That's all for today, thanks for listening, Hi, my name's James and I'm from HR.





Match the two halves

1. Good afternoon ladies and gentlemen...

2. As you're all aware...

3. My talk is divided into four sections.

4. I'd like to begin by...

5. Does anyone have any questions...

6. In conclusion...

7. That brings me to the end...

a. I will begin by talking about...

b. before I move on?

c. of my presentation.

d. we're here today to talk about...

e. let me sum up my main points.

f. and welcome to English Forever.

g. giving some background information.



Homework answer key

Exercise p. 33

1F, 2D, 3A, 4G, 5B, 6E, 7C



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