

Presenting information: metalanguage to guide the audience

Language aid for orienting the audience and creating cohesion

1. Presenting purpose

Today, I **shall** be...
Today, **we'll** be...

talking about a new kind of material that...
looking at recent technical problems that...
dealing with a problem familiar to all of us...

What I **am going to** do is...
What I **intend to** do is...
My **aim** today is to...

describe to you some potential solutions
tell you about a new technique for...
show you a way to improve...
explain to you how you can use...
outline a 3-part strategy for overcoming...

I **d like to**...
What I **d like to** do is...
What I **want to** do is...

take a look at 2 new developments in...
present you the results of our research...
go over some of the difficulties...
examine...

2. Narrowing the topic

In **particular**, I *will explain* how the material can be used in many of our products.
More specifically, I will...

3. Providing background

As you probably know, there have recently been complaints from consumers...
Some of you may know about our research program.
Many of you are likely familiar with physical characteristics of this material.
You may be aware of the features of the TK-3000 model.

For those of you who...

are not *familiar with*...
are not *well versed in*...

If any of you...

are not *acquainted with*...
are *outsiders to* this subject...

As I'm sure...

many of you *already know* ...
you are *aware of*...

4. Previewing the organization

I shall **divide (up)** my talk **in** the following way....
I've **broken** my talk **up** into three parts....

1.

First (off), I'll tell you about...
To start off, I'm going to...
To begin (with), I'll explain...

2.

Next, I'd like to show you...
Second, I want to...

After that, I intend to...
Then, I hope to...

3.

And finally, I want to discuss...

And to finish off (with), I plan to...

5. Signalling transitions

SUMMARIZING THE MAIN IDEA

So,...

we can see then that..
as you can see then...
it seems/appears then that...
what we can see then is that...
what I'm saying then is that...
to tie this up then....
in a nutshell then...
in short then....

INTRODUCING A NEW TOPIC

So, having looked at (x, y, z)....

Okay,...

Right (then),...

So (then),

Now,...

Then,...

So,...

Let's now consider..

let's now turn to...
let's now take a look at...
let's now move on to take a look at...
if we (now) move on to...
if we (now) turn (our attention) to...
turning (now) to...
moving on to...

this then brings us to...
this then leads (us) to...

6. Linking ideas

CAUSE AND EFFECT

Since increased performance is not our main concern, I'd now like to talk about...

As a result of this new feature, we must now consider...

As a result, we have to find new ways to reduce emission outputs.

Consequently, we have been developing a more efficient hydraulic system.

Therefore, I would now like to show our latest test results.

So, having looked at...

PURPOSE

In order to take advantage of this new technology, we have to look at the market.

For the new model to work efficiently, we need a new kind of valve.

REINFORCEMENT

In addition to Asia, we are also marketing the product in South America.

In addition, we plan to introduce more robots to our production lines.

Furthermore, the program can translate from Finnish into English.

CONTRAST

Although the machine operates well at low temperatures, at high temperatures there are some problems.

Unlike the TK-300, The TK-400 is more compact.

Instead of batteries, the new model uses solar power.

Nevertheless, ...

However, ...

On the other hand,...

EXAMPLES

For example,...

For instance,...

One way **to illustrate/ see** this is to imagine a...

To illustrate this, let's imagine...

7. Describing visuals aids

DESCRIBING THE PURPOSE OF A CHART

This shows our sales from 1995 to 2000.

This delineates the stages in the manufacturing process.

WHERE?

WHAT?

As you'll note in this...

diagram

the age of students fell 30%

As you can see in this...

graph

the age of students fell 30%

If you look at this...

figure

you'll *note/ notice* that...

If you take a look at this...

pie chart

you *can see* that...

This next...

table

shows that age fell by 30%

DESCRIBING PARTS OF A GRAPH

The

vertical axis

This

horizontal axis...

curve

represents...

solid bar

signifies...

broken line

denotes...

gray segment

indicates...

dotted line

stands for...

black columns

shows...

hatched section

DESCRIBING UNITS OF A DIAGRAM

The units are in meters.

These figures are in thousands of dollars.

The numbers are in tens of thousands of Euros.

8. Ending your talk

SUMMARIZING THE MAIN POINTS

It reviews the information and ideas of the presentation that were presented in the introduction when you were "previewing the structure" of your talk. If you divided your talk into 3 main areas, then you could repeat these three areas here.

So,...

In summary, *there are three ways to...*

In conclusion, *this report finds/shows/demonstrates* that...

To summarize (then), *these results indicate/suggest...*

To conclude (then), *this technique...*

To sum up (then), *our new method..*

To wrap this up (then), *our new process...*

RESTATING THE PURPOSE

The "concluding statement" restates the main purpose of the presentation that was stated in the introduction.

"I'm sure that these improvements will allow us to win back our market share."

DEALING WITH QUESTIONS

The speaker should initiate the discussion at the end by inviting questions from the audience.

Right, **I'm sure you've all got** lots of questions?

Okay, would you have **any questions or comments**?

If you have any questions, I'll try my best to answer them.

I'd now like to **open the floor for questions...**

I'd now be very happy to answer your questions...

(Give them one last chance:)

*Right then, **if there are no further questions**, (then) I should like to hand the floor over to our next speaker*

