

原力英语 B1 正式场景表达 1

Presentation 必备口语

What is a presentation?

- A presentation is a means of communication that can be adapted to various speaking situations.
- 学术课堂场景下常翻译为报告或答辩。
- 工作商业场景下多译为演示或宣讲。



HOW TO MAKE A GOOD PRESENTATION?

Planning

1.TASK

What do you want to present?

(Or what have you been assigned to present?)

你想展示的主题是什么？（或者给定的主题是什么？）

EXAMPLE: Writing a business plan for your soccer team fund-raiser.

2.PURPOSE

Why do you want to present it?

你为什么想展示这个主题？

EXAMPLE: To get enough money from your friends, family, and community to rent a van to travel to a state competition.

3.AUDIENCE

Who are you giving the presentation to?

你的展示对象是谁？

EXAMPLE: Your friends, family, community, and local business owners.

Think About Your Audience

1.Does the audience know everything you know?

你的听众可能不熟悉你所知道的术语、事物或想法。如果他们不知道，你需要介绍和解释这些新东西。但是如果你的听众很熟悉或者这些信息是常识，你就不需要花时间在概念的梳理上。

2.Does the audience feel the same way you do?

如果听众很大可能不同意你的观点，你可能需要花一些时间来论证。

3.Does the audience expect something specific from you?

如果你是为了某个特定的任务或群体而做展示，那么写一些不符合听众期望或者能力水平的东西是没有意义的。如果你给社区的小朋友做普法宣讲，但你只说晦涩难懂的法条，那他们肯定会感到困惑，无法集中注意力，因此也就不会关注你的信息。

Research

Research is investigation to answer questions and discover new knowledge. We research to get new information and explore our own ideas further.

当我们在做 presentation 前期的准备工作时，需要通过不同的渠道搜索合适的资源。在研究开始之前，我们脑海当中需要对我们要寻找的内容有一个较为清楚的概念，避免在不重要的问题上浪费太多时间。我们可以针对要探究的问题列出一系列的 research questions。让你的调研变得导向性更强。

那什么样的问题是更好更清晰的呢？

- 比如我们想做一个关于欧美地区男女间的工资差距对比的内容。

Good research question example:

What laws have been proposed in the United States in the last ten years to close the wage gap between men and women?

在过去的十年里，美国出台了哪些法律来缩小男女之间的工资差距？

分析：这个问题之所以可以被看作一个好问题是因为它非常明确，提供了一个很清晰的搜索路径。

Bad research question example:

What laws are about wages? 关于工资有哪些法律？

分析：这个问题太过宽泛，相关的资料过多，会导致在搜索的时候目的不清晰，一时间无法很好的整理出头绪。

- 再如，如果想做一个对于小说 *A Song of Ice and Fire* 的评论，该如何列出调查问题列表呢？

Good research question example:

How does the author treat the subject of magic in *A Song of Ice and Fire*?

作者是如何处理《冰与火之歌》中的魔法主题的？

分析：这个问题足够集中，可以得到一个清晰的答案，同时也足够广泛，可以使得这个答案多元而有趣。

Bad research question example:

What happens at the end of *A Song of Ice and Fire*?

《冰与火之歌》结尾发生了什么？

分析：这个问题的指向性太过于确定，可以在搜查资料的时候甚至不需要了解全部内容就可以得出答案。类似这种问题没能提供一个很好的机会来进行深入的调查研究，展示的内容自然也有可能不会全面与准确。

Outlining

An outline is like the road map to your piece.

In it, you capture:

- All the things you want to say 所有你想表达的内容
 - The order in which you want to say them 你想要排列这些内容的顺序
- 可以用 Brainstorming 可将所有的观点列出来，然后再筛选归纳。

Outlining gives you a place to jot down all those thoughts, using main headings for the big ideas and subheadings for your supporting details.

Example

TOPIC: Why Public Gardens Are Important

INTRODUCTION: Claim and brief history of public gardens

MAIN BODY:

Main Heading 1: Public gardens are important parts of our society.

- The first public gardens
- How the craze grew
- Public gardens in the present

Main Heading 2: Reason why public gardens are important:

- Physical health benefits of public gardens
- Mental health benefits of public gardens

CONCLUSION: Public gardens should be supported in the future.

- Recap of importance
- Plans for the future

最全 Presentation 必备口语表达

The Introduction

All good presentations start with a strong introduction.

1. Introduce – Introduce yourself (greeting), explaining the reasons for listening.

2. Introduce the presentation topic

3. Outline – Describe different sections of the presentation.

4. Question policy – During or at the end?

Introduce

1. Good morning/afternoon/ Greetings (everyone / ladies and gentlemen).
2. It's a pleasure to welcome (the President) here.
3. I'm ...
4. By the end of the presentation/session, you'll know how to... / ...you

Introduce the presentation topic

- I plan to say a few words about...
- I'm going to talk about...
- The subject of my talk is...

Outline

- My talk will be in (three parts).
- In the first part...
- Then in the second part...
- Finally, I'll go on to talk about...

Questions

- During: Please interrupt if you have any questions.
- At the end: After my talk, there will be time for a discussion and any questions.

Main Body

There are three parts of the main body of a presentation where linking phrases can be used:

- **Beginning the Main Body**
- **Ending Parts within the Main Body**
- **Beginning a New Part**

Beginning the Main Body

- Now let's move to / turn to the first part of my talk which is about...
- So, first...
- To begin with...

Ending Parts within the Main Body

- That completes/concludes...
- That's all (I want to say for now) on...
- OK, I've explained how...

Beginning a New Part

- Let's move to (the next part which is)...
- So now we come to the next point, which is...
- Now I want to describe...
- Let's turn to the next issue...
- I'd now like to change direction and talk about...

Listing and Sequencing

If in your English presentation, you need to talk about goals, challenges, and strategies, listing phrases can help link these together and improve the flow of your speech.

Listing

- There are three things to consider. First... Second... Third...
- There are two kinds of... The first is... The second is...
- We can see four advantages and two disadvantages. First, advantages...
- One is... Another is... A third advantage is... Finally...

Sequencing

- There are (four) different stages to the process.
- First / then / next / after that / then / after ...
- There are two steps involved. The first step is... The second step is...

- There are four stages to the project.
- At the beginning / later / then / finally...
- I'll describe the development of the idea. First the background, then the present situation, and then the prospect for the future.

Ending

- **Ending the Main Body**
- **Beginning the Summary and/or Conclusion**
- **Concluding**
- **An Ending Phrase**
- **Inviting Questions and/or Introducing Discussion**
- **Thanking the Audience**

Ending the Main Body

- Okay, that ends (the third part of) my talk.
- That's all I want to say for now on (the 2020 results).

Beginning the Summary and/or Conclusion

- To sum up...
- OK, in brief, there are several advantages and disadvantages.
- To conclude...
- I'd like to end by emphasizing the main points.
- I'd like to end with a summary of the main points.

Concluding

- I think we have seen that we should...
- In my opinion, we should...
- I recommend/suggest that we...
- There are three reasons why I recommend this. First, ... / Second, ... /

Finally,...

An Ending Phrase

- Well, I've covered the points that I needed to present today.
- That sums up ...
- That concludes my talk for today.

Inviting Questions and/or Introducing Discussion

- Now we have (half an hour) for questions and discussion.
- So, now I'd be very interested to hear your comments.

Thanking the Audience

- I'd like to thank you for taking time out to listen to my presentation.
- Thank you for listening / your attention. / Many thanks for coming.

Tips

- Write note cards on index cards.
- Know how to use your tools.
- Smile at your audience.
- Rehearse and Sound Natural

Sound natural. Don't sound if you've memorized your speech.

When you speak naturally, you sound authentic and passionate.

Practice makes perfect.