

Unit 2 – OPENING YOUR PRESENTATION

Skill focus

- Giving introduction
- Practicing Useful language



I. Engage



In groups, look at the picture on the right. What do you think has gone wrong with the presentation? Have you ever attended a presentation like this? What happened?



TIP

To make a good presentation, it is important to begin with an appropriate topic and a strong introduction.

II. Study

Task 1



In groups, which do you think are useful to include in your opening and which are not useful? Discuss with your partners the reasons why and reorder them in appropriate sequence.

- a. Greeting the audience
- b. Introducing your name
- c. Talking about your qualifications
- d. Showing the audience members where to find tea/coffee
- e. Mentioning your future plans
- f. Introducing your position
- g. Giving an over view/ summary of the structure of your talk
- h. Introducing your organization
- i. Announcing the topic/ subject of your talk
- j. Introducing your family members
- k. Inviting the audience to ask questions at the end of your talk
- l. Mentioning the length of your presentation
- m. Introducing the purpose of your presentation

Task 2



With your partners, match **1-8** in column on the left with appropriate useful language **a-h** on the right.....

T H E O P E N I N G	1. <i>Greet</i>	a.	I can see many of you are... I know you've all travelled a long way. You all look as though you've heard this before. We are going to have a break at And you are served with some coffee and tea ...	
	2. <i>Introduce name, position.</i>	b.	We are here today to	decide agree learn about ... The purpose of this talk is to update you on... put you in the picture about... give you the background to...
	3. <i>Announce topic/subject</i>	c.	My name's (...). I'm the new Finance Manager. It's an honour to hail the opportunity to address such a distinguished audience. Let me start by saying just a few words about my own background. I started out in ... I know I've met some of you, but just for the benefit of those I haven't, my name's (...).	

	4. Introduce the purpose/objective	d.	Good morning. Ladies and gentlemen. Good afternoon, Welcome to Standard Electronics.											
	5. Mention the length	e.	I'd be glad to answer any questions at the end of my talk. If you have any questions, please feel free to interrupt. Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end.											
	6. Give the outline/ main parts	f.	I'd like to talk (to you) today about ... I'm going to											
			<table><tr><td></td><td>present the recent...</td></tr><tr><td></td><td>explain your position on...</td></tr><tr><td></td><td>brief you on...</td></tr><tr><td></td><td>inform you about....</td></tr><tr><td></td><td>describe...</td></tr></table>				present the recent...		explain your position on...		brief you on...		inform you about....	
		present the recent...												
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		<table><tr><td>The</td><td>subject of my</td><td>talk</td></tr><tr><td></td><td>focus</td><td>presentation</td></tr><tr><td></td><td>topic</td><td>paper (academic)</td></tr><tr><td></td><td></td><td>speech (usually to public audience)</td></tr></table>	The	subject of my	talk		focus	presentation		topic	paper (academic)			speech (usually to public audience)
The	subject of my	talk												
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		speech (usually to public audience)												
7. Invite questions	g.	I shall only take (...) minutes of your time. I plan to be brief. This should only last (...) minutes.												
8. Reference to the audience	h.	I've divided my presentation into four parts/sections. They are ... The subject can be looked at under the following headings: ... We can break this area down into the following fields: Firstly/first of all..., Secondly/then/next... Thirdly/and then we come to... Finally/lastly/last of all...												

III. Activate

Task 3



In pairs, match these less formal phrases with the more formal phrases in the table

<i>What I want to do today is.....</i>	<i>As you know, I'm.....</i>
<i>Ok, shall we get started?</i>	<i>Hi, everyone.</i>
<i>I know you are all very busy....</i>	<i>It's good to see you all here.</i>
<i>Today, I'm going to talk about....</i>	<i>In my talk, I'll tell you about.....</i>

More formal

Good afternoon, ladies and gentlemen,

Today I would like to...

Let me just start by introducing myself. My name is....

It's a pleasure to welcome you today.

In my presentation, I would like to report on.....

The topic of today's presentation is....

I suggest that we begin now.

I'm aware that you all have very tight schedules... 8.

Less formal

1.

2.

3.

4.

5.

6.

7.

8.

TIP

Useful language should be used appropriately in real presentation.

Task 4



Complete this presentation introduction with words from the list.

talk about
questions
hear

look at
brief
act as

points of view
finally
go along

Good afternoon and thank you for making the effort to be here with us today. My name's Minh Khue and I'm responsible for student affairs at Hanoi University. What I'd like to do today is **(a)**_____ our recent voluntary campaign in Ha Giang province. This **(b)**_____ talk will hopefully **(c)**_____ a springboard for discussion. I'm going to **(d)**_____ the campaign from three **(e)**_____: firstly, the volunteers, I mean you, as students; secondly, the people living in remoted areas in Ha Giang; and **(f)**_____, the authority in Ha Giang province. If you have any **(g)**_____, just interrupt me as I **(h)**_____. Your point of view may well be different, and we'd like to **(i)**_____ from you.

Task 5



Use one of the following expressions to replace each of the expressions in *italics* in this introduction.

don't hesitate
I'm delighted
in more depth

a chance
sections
my purpose is

I take care
go through
divide

Good morning, ladies and gentlemen. *It's a pleasure(a)* to be with you today. My name's Gordon Matthews and *I'm in charge(b)* of corporate finance at our headquarters here in Brussels. *We're here today(c)* to *review(d)* some key figures and to outline financial strategy over the next five years. So what I intend to do is to *break down(e)* this presentation into three *parts(f)*: first, the financial review; second, the options facing us; and finally, the strategy I propose. If you have any questions, please *feel free(g)* to interrupt me, but I should also say there'll be an *opportunity (h)* to discuss issues *at greater length(i)* after my talk

TIP

Introductions can become repetitive. It's important to have a choice of words and expressions at your fingertips.

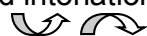
Task 6



In pairs, practice making the opening for the presentation using the visual prompts below.




Remember, you should add more basic information in your opening, e.g. *greeting, length, invitation to the questions,...*

Focus on **word stress** and intonation.



T H E O P E N	<i>I'd like to tell you about...</i>	<i>I want to describe...</i>	<i>I will explain to you...</i>
			
	<i>After this speech you will be able to...</i>	<i>This (topic) will be important to you because...</i>	<i>You will need to know this if/because....</i>
	CARE FOR YOUR CAT	THE 2024 OLYMPICS MIGHT BE HELD HERE	 YOU HAVE TO COOK FOR YOUR MEALS

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I N G			
	↓	↓	↓
	I'll cover three things.	I'll tell you about three main areas.	I have three points that I will describe...
	To begin with, I'll talk about...	First of all, I'll tell you...	To start with, I'll...
			
			MIX THE INGREDIENTS

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Next...	Then...	After that...
		
MEDIUM SIZED CATS	HOW TO GET THERE	WRAP WITH SPRING ROLL SKIN
Finally...	Lastly, I'll tell you...	At the end, I'll tell you how to...
		
BIG CATS	ABOUT THE SIGHTS	FRY SPRING ROLLS

Task 7



In groups, choose one of the following topics, plan your own presentation base on the following Presentation Planning Sheet. Then, deliver your presentation introduction to your class.

1. a famous person
2. a Vietnamese festival
3. a town/city in Vietnam
4. how to give a good job interview
5. a wild animal in Vietnam
6. a short biography
7. how Hanoi has changed
8. a sporting event
9. a famous event
10. a traditional food
11. a famous invention
12. a famous market

Presentation Planning Sheet

Topic: _____

Audience: _____

Reasons: _____

Purpose: _____

Main point 1

Main point 2

Main point 3

