



# English for Presentations

UNIT TITLE		TOPICS	USEFUL LANGUAGE AND SKILLS
1	Let's get started	<p>Welcoming your audience</p> <p>introducing yourself and the topic</p> <p>Dealing with nervousness</p>	<p>Opening a presentation</p> <p>Structuring a presentation</p> <p>Organizational details ( talking about timing, handouts, questions )</p> <p>Getting the audience's attention</p>
2	Today's topic is...	<p>Body language</p> <p>Tips on presenting to an English-speaking audience</p>	<p>Signposting ( phrases to organize your presentation )</p> <p>Talking about difficult issues</p> <p>Referring to other points</p> <p>Adding ideas</p>
3	My next slide shows...	<p>Presentation tools</p> <p>Using approximate numbers</p> <p>Creating effective visuals</p> <p>Presenting visuals effectively</p>	<p>Introducing visuals</p> <p>Saying numbers</p> <p>The rule of six</p> <p>Emphasizing important points</p> <p>Making contracts and describing results</p>
4	As you can see from this graph...	<p>Types of visuals</p> <p>Describing graphs and charts</p> <p>Interpreting visuals</p> <p>Tips for describing trends</p>	<p>Talking about visuals</p> <p>Talking about trends ( verb tenses, adjectives and adverbs )</p>
5	To sum up...	<p>Concluding a presentation</p> <p>Strategies for a good conclusion</p>	<p>Summarizing the main points</p> <p>Making recommendations</p> <p>Phrases for effective conclusions</p> <p>Using your voice effectively ( stressing words, making pauses )</p>
6	Any questions?	<p>Handling the question and answer session</p>	<p>Dealing with questions</p> <p>Asking polite questions</p> <p>Anticipating questions</p> <p>Dealing with interruptions</p> <p>Reforming questions</p>