

IES ÁLVARO YÁÑEZ-PROYECTO LINGÜÍSTICO DE CENTRO

Presentación oral

ANEXO VI

INGLÉS – 2º CICLO DE ESO: ORAL PRESENTATION

Introduction

- *Capture your listeners' attention*: Begin with a question, a funny story, a startling comment, or anything that will make them think.
- *State your purpose*; for example:
'I'm going to talk about...'
'I'd like to talk about...'
'This morning I want to explain...'
'The aim of this exposition is...'
- *Present an outline of your talk*; for example:
'I will concentrate on the following points: 'First of all...Then...This will lead to... And finally...'

The Body

- Present your main points one by one in logical order.
- Pause at the end of each point (give people time to take notes, or time to think about what you are saying).
- Make it absolutely clear when you move to another point. For example:
'The next point is that ...'
'OK, now I am going to talk about ...'
'Right. Now I'd like to explain ...'
'Let me continue telling you about...'
'I want to point out that...'
'Of course, we must not forget that ...'
'However, it's important to realize that...'
'On the one hand...' 'On the other hand...'
'First of all...', 'Firstly...', 'Then...', 'Secondly...', 'Next...', 'Lastly...', 'To sum up...', 'Eventually...', 'In short...', 'In conclusion...'
- Use clear examples to illustrate your points.
- Use visual aids to make your presentation more interesting.

The Conclusion

- It is very important to leave your audience with a clear summary of everything you have covered.
- Summarize the main points again, using phrases like:
'To sum up...'
'So, in conclusion...'
'OK, to recap the main points...'
'Eventually...'
'In short...'
'All in all...'
- Restate the purpose of your talk, and say that you have achieved your aim:
'I think you can now see that...'
'My intention was ..., and it should now be clear that ...'
- Thank the audience, and invite questions:
'Thank you. Are there any questions?'

DURING THE PRESENTATION

- Don't read.
- Don't use informal language.
- Don't speak too quickly.
- Use short, simple sentences to express your ideas clearly.

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- Speak clearly and at the right volume.
- Look at the people who are listening to you.