

7. Presentations

Level: A2–B1

Aims: To practise key phrases for presentations, focussing on signposting language.

Timing: 45 minutes minutes with ideas for extension

Stage	Objective	Interaction	Timing
Introduction	Talking about presentations	Whole class or groups	5 mins
Task 1a	Looking at the introduction to a presentation	Individual/whole class	10
Task 1b	Writing a short introduction to a presentation	Individual/whole class/groups	10
Task 2	Adding signposting language to a presentation text	Pairs/whole class	10
Task 3	Collecting signposting language	Groups	10
Extra Task	Giving short presentations	Groups	

Introduction – Presentations

Ask when students have to listen to people giving presentations or talks?
(At school, at work, at weddings, in church, at training events ...) What makes a good presentation?

Task 1 Structuring a presentation

This introduces the idea of signposting language.

Task 1a is based on one of the Language Elements in *telc English A2·B1 From School to Job*. After the answers have been compared, have one student read the whole introduction. This then serves as a model for task 1b. Students can then form groups and read their introductions to each other. Alternatively, hang up the introductions on the wall and students can go around and read them and vote for the best one

Answers

1 As, 2 start, 3 Then, 4 Afterwards, 5 keep

Task 2 Signposting language

Have students work in pairs to identify which expression goes in which gap. Students who are quicker than others can start with task 3.

Answers

1. Alright, let's begin by 2. For example 3. Next let's move on 4. draw your attention to
5. Firstly 6. Secondly 7. Thirdly 8. I would now like to continue 9. The final point
10. Secondly 11. To sum up the main points 12. Does anybody have any questions?

Task 3 Useful expressions

This could be a class activity, brainstorming expressions and writing them on the board. Alternatively, you could dictate the phrases and the class has to decide which column the phrase belongs to.

Possible answers:

Greeting and beginning	Moving on to the next point	Structuring	Giving examples, looking at details	Summary and Ending
Good evening everyone.	My next slide shows ...	Then ... Afterwards ...	Let's look at this in more detail.	That brings me to the end of my presentation.
I'd like to give a short talk about ...	That leads me to the next point.	Next ... First ...	For example, ...	The final point ...
I'll start off by ...	Next let's move on to ...	Firstly, Secondly,	Let me draw your attention to...	To sum up the main points....
Alright, let's begin by ...	I would now like to continue with I...	Thirdly, Finally,	In other words,	Does anybody have any questions?
Thank you all for coming.	Now, let's turn to ...			Thank you for your attention.
I'm here today to talk about ...		My presentation is divided into three parts.		Thank you for listening
Welcome to today's event.		Please keep your questions to the end.		

Extra task

Have students make little presentations either individually to a small group or as a group activity to the whole class. The objective is to use as much of the signposting language as possible. They could stick to the general topic of presents and use one of these ideas or come up with another variation on the topic.

- Why do we give presents on our birthday/at Christmas, etc.
- The best/worst present I have ever received
- Typical German presents
- How to wrap up a present
- How to make presents

7. Presentations

Task 1 Structuring a presentation

a When you give a presentation you need to have a clear structure. To help the audience follow your presentation and recognise the points clearly, it is important to use signposting language. In this lesson we are going to look at an example of a presentation.

May's class is going to Japan on a school exchange and they are attending a preparation evening. Read the introduction to the presentation and fill in each gap using the correct word from the box.

Presenter

Good evening everyone. —1— preparation for our exchange trip to Japan, I'd like to give a short talk about the gift-giving etiquette there and tell you about some special customs that exist in Japan.	As Like Since
I'll —2— off by giving you some information about gift giving in Japan generally.	begin move start
—3— I'll explain how you should give the gifts to your Japanese hosts.	Than Then This
—4—, I'll give you some ideas for gifts and offer some advice on the kinds of presents to avoid.	Afterwards In front Soon
Please —5— your questions to the end of my presentation.	ask have keep

b Write your own introduction to a presentation on the topic of presents.
e.g. When do we give presents? Why do we give presents?



Task 2 Signposting language

How does the presenter continue? These phrases have been removed from the presentation. Add them in the correct place.

Next let's move on	The final point	I'd like to draw your attention to
Alright, let's begin by	I would now like to continue	Firstly
Secondly	For example	To sum up the main points
Thirdly	Does anybody have any questions?	Secondly

Presenter

Your notes

1 _____ talking about gift-giving in Japan in general. The custom of giving gifts is deeply rooted in Japanese tradition. 2 _____, if someone has helped you in some way, privately or in a business context, you should give them a gift. Here I'd like to remind you that the Japanese always consider the relationship to the person more important than the actual present. Carry your gift in a little bag to hand over at the right moment and don't just put the wrapped gift on a table for everyone to see.

3 _____ to the actual act of giving a gift to a Japanese person and 4 _____ three points. 5 _____, the correct way to exchange gifts in Japan is to present and receive them with both hands. 6. _____, don't be surprised if they politely refuse at least twice, before accepting your present. It's just their way of saying: "You shouldn't have", even though everyone knows the gift is expected. Likewise, if you receive a present from your host parents, refuse once or twice before accepting the gift. 7 _____, show your hosts how happy you are about their present, but don't open it. In Japan, it is considered polite to open gifts in private. So, don't feel disappointed if your host parents don't open your present straight away.

8 _____ by giving you some ideas for gifts. Try and find something that cannot be bought in Japan. The best present is something from your hometown or something typical for your area. If you buy alcohol or chocolates, make sure you choose top-quality brands. If you would like to give something more personal, you could give them a photograph in a frame.

9 _____ on my agenda focuses on what you shouldn't buy for your host families. First of all, don't buy anything from Japan, as this would leave the impression that you haven't put much thought into your presents. 10 _____ avoid white flowers and all potted plants. Most of them have a symbolic meaning that you probably won't know.

11. _____; please remember to present and receive your gifts with both hands, and to refuse politely once or twice before accepting a gift. Also, if you're not sure about what to buy or whether your gift is a good idea, please get in touch with me via email. 12 _____

Task 3 Useful expressions

Use a separate piece of paper and make a list of signposting language used for different parts of a presentation. First add the expressions from task 2, then add your own ideas.

Greeting and beginning	Moving on to the next point	Structuring	Giving examples, looking at details	Summary and Ending
<i>Good evening everyone. I'd like to give a short talk about ... I'll start off by ...</i>	<i>My next slide shows ... That leads me to the next point.</i>	<i>Then ... Afterwards ... Next ... First ...</i>	<i>Let's look at this in more detail.</i>	<i>That brings me to the end of my presentation.</i>