

Language Checklist

Structure (2) The main body

① Signalling different parts in a presentation:

Ending the introduction

So that concludes the introduction.
That's all for the introduction.

② Beginning the main body

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

③ 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 ...
On the other hand, the two disadvantages.
First ... Second ...

④ Linking: Ending parts within the main body

That completes / concludes ...
That's all (I want to say for now) on ...

⑤ Linking: Beginning a new part

Let's move to (the next part which is) ...
So now we come to ...
Now I want to describe ...

⑥ Sequencing

There are (seven) different stages to the
process
First / then / next / after that / then (x) /
after x there's y, last ...
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 prospects for the
future.

Skills Checklist

Structure (2) The main body

Organisation of presentation

- Logical progression of ideas and/or parts of presentation.
- Clear development.
- Sequential description of processes.
- Chronological order of events,
i.e. background → present → future.

Topic

Main parts	Sections	Subsections
A	i.	a. b.
	ii.	
B	i.	a. b.
	ii.	
	iii.	a. b.
		c.
C	i.	a. b.
	ii.	

Internal structure of the main body of a complex presentation

Signalling the structure

- Use listing techniques.
- Link different parts.
- Use sequencing language.

Signalling the structure ...

- makes the organisation of the talk clear
- helps the audience to follow
- helps you to follow the development of your talk.

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