

Language Checklist

Structure (1) The introduction to a presentation

①

Greeting

Good morning / afternoon ladies and gentlemen.

(Ladies and) Gentlemen ...

②

Subject

I plan to say a few words about ...

I'm going to talk about ...

The subject of my talk is ...

The theme of my presentation is ...

I'd like to give you an overview of ...

③

Structure

I've divided my talk into (three) parts.

My talk will be in (three) parts.

I'm going to divide ...

First ...

Second ...

Third ...

In the first part ...

Then in the second part ...

Finally ...

④

Timing

My talk will take about ten minutes.

The presentation will take about two hours ...

but there'll be a twenty minute break in the middle. We'll stop for lunch at 12 o'clock.

⑤

Policy on questions / discussion

Please interrupt if you have any questions.

After my talk there'll be time for a discussion and any questions.

Skills Checklist

Effective presentations – planning and preparation

Audience

- expectations
- technical knowledge
- size
- questions and / or discussion

Speaker's competence

- knowledge
- presentation technique

Content

- what to include
- length / depth (technical detail)
- number of key ideas

Structure

- sequence
 - beginning, middle, end
- repetition, summarising

Delivery

- style
 - formal / informal
 - enthusiasm / confidence
- voice
 - variety / speed
 - pauses
- body language
 - eye contact
 - gesture / movement
 - posture

Visual aids

- type / design / clarity
- relevance

Practice

- tape recorder
- script or notes

Room

- size / seating
- equipment (does it work?)
- sound quality

Language

- simple / clear
- spelling
- sentence length
- structure signals