Presentations

An introduction to the vocabulary and expressions that are most commonly used when giving presentations. After looking at the different types of presentation, commonly used equipment and some common false friends, students move on to the more specific language used at each stage of the presentation: introductions, opening, main body and conclusion. There is an emphasis on signposting - phrases which indicate the flow or progression of a presentation, referring to visual aids such as charts and graphs as well as the essential expressions to describe trends.

The course then moves on to focus on virtual presentations; looking at specific vocabulary as well as useful expressions for managing participants, dealing with technical issues and referring to visual aids. There is a focus on extended reading with texts on the subject of technology in presentations and how to use it effectively.

The areas of dealing with questions, interruptions and agreeing or disagreeing are covered with listening and writing exercises that give the student authentic examples of different ways to express ourselves in both formal and informal situations.

Students are also shown different examples of the language used when socialising in a presentation or conference setting, with exposure to the typical questions that are asked in these situations.

Finally, there is a comprehensive review of all the language covered on the course in order to consolidate the areas covered.

1 Presentation tools
2 Presentations - Vocabulary and expressions
3 Types of presentations
4 Typical expressions
5 False friends and misunderstandings
Structure of presentations
6 Starting the presentation
7 Outlining the presentation
8 Opening the presentation
9 The main part of a presentation
10 Signposting & Structure
11 Ending the presentation
Technology & visual aids
12 Virtual presentations - Useful expressions
13 Graphs and charts - Describing trends
14 Referring to charts and graphs
Requests and questions

15 Dealing with questions
16 Interruptions
17 Making requests
Agreeing and disagreeing
18 Agreeing
19 Disagreeing
Socialising
20 Socialising
21 Meeting someone new
Review
22 Review - Introduction to presentations
23 Review - Structure of presentations
24 Review - Technology and visual aids
25 Review - Requests and questions
26 Review - Agreeing and disagreeing
27 Review - Socialising