

HOW TO GIVE A PRESENTATION

<p>How do I start?</p>	<ul style="list-style-type: none">You could introduce your talk or presentation formally. <p><i>Today I'm going to talk about ...</i></p> <p><i>In this presentation, I'd like to tell you a little bit about ...</i><ul style="list-style-type: none">Alternatively, you could grab your audience's attention by starting with a question or a challenging statement. Use pictures or objects.<p><i>So, how much do you know about _____?</i></p><p><i>Have you ever asked yourself why ... ?</i></p><p><i>What I'm going to tell you about today will change the way you think about...</i></p><p><i>(Pass around the picture/object.) What do you think it is?</i></p></p>
<p>How do I organize the presentation?</p>	<ul style="list-style-type: none">Make it short. Write down the points you want to make, edit them down to, say, four, then decide which order you are going to make them in. <p><i>The first/key thing to say about _____ is...</i></p> <p><i>The main point to make about _____ is...</i></p> <p><i>What you really need to know about _____ is ...</i></p> <p><i>Now let's look at ...</i></p> <p><i>Let's turn to/move on to ...</i></p> <p><i>Another interesting thing to say about _____ is ...</i></p> <p><i>Finally, I'd like to say a few words about ...</i></p>

<p>What do I say?</p>	<ul style="list-style-type: none"> • After introducing the point, add information briefly in two, three, or, at the most, four sentences. Use markers like the ones below to construct long, well-balanced sentences. • <p><i>Anyway, ...; Naturally, ...; Of course ,...</i></p> <p><i>Similarly, ... ; Surprisingly, ,...; Remarkably, ...</i></p> <p><i>Despite,...; However, ...; Although,...; Whereas...</i></p> <p><i>Consequently, ... ; In addition,...; Moreover,...;</i></p> <p><i>Furthermore, ...</i></p> <p><i>Incidentally, ... ; By the way, ... ; It's worth noting that...</i></p>
<p>How do I finish?</p>	<ul style="list-style-type: none"> • Conclude the presentation by briefly summarizing what you have said, or the points you have made. You could end by asking for comments or questions. <p><i>In conclusion, ... ;To sum up,...</i></p> <p><i>So, remember that ... is all about ... , __, and</i></p> <p><i>So, there are three things to remember about __</i></p> <p><i>Does anybody have any questions?</i></p> <p style="text-align: center;">E</p>