

Presentations correct the errors version 2

Optional: *Correct errors in your homework or things you said in the last class that your teacher has collected. They could be problems with grammar, vocabulary, formality, etc.*

Correct the error (of formality, meaning, grammar, etc) on each line below.

- Hi, ladies and gentlemen.

- As most you know, I am...
- For those of you who doesn't know me already,...
- I think most of you know me, but I'll introduce me anyway.
- I'm interesting in this topic because...

- You probably haven't switched on your English brains yet, but my topic quite easy to understand.
- I know you all think about your own presentations later but I hope you will find this topic interesting because...
- I'm so glad you all made it here despite the train problems. I hope make it worth your while.

- I'll discuss about...
- I've chose to present...
- The topic of presentation is...
- Subject of this presentation is...
- What I'd like to explain on my presentation is...

- Before I start, take a look this amazing picture/ statistic.
- I think this is important topic because...
- It might shock to hear that...
- Just yesterday this topic is in the news when...
- To get your interest, I'd like to quotation Einstein, who famously said...
- Have you ever wonder why...? By the end of this presentation you will know the answer.
- How many people here...? Please put your hands. Wow, so many/ few!
- This topic come into my own life one day when...
- There's old Swahili proverb on this topic which says...

- What I want achieve by presenting this to you is...
- My goal is change your mind about..., so that next time...
- After this presentation, I hope at least some of you would...

- My presentation is divided in three parts.
- I start my presentation by... and then...
- At first, we'll look at...
- For first part of my presentation,...
- In second part of my presentation,...
- ...and at last we are going to focus on...

- If you have any question, please feel free to interrupt me at any time.
- So, let's start by look at...
- If you see this slide,...
- I'd like to draw your attention at...
- I point at a diagram which shows...
- This three bullet points represent...
- This pie graph comes from...
- Right, let's move on the second topic.
- Okay, finally I like to turn to...
- So, to summarise up what I have told you,...
- From what I've shown, it should obvious that...
- It is quite difficult to draw to conclusions, but...
- Time runs out, so I'll stop there
- Right, let's stopping there.
- That brings me to end of my presentation.
- ...which is last thing that I wanted to say today.
- Please raise up your hand if you have a question.
- Any question?
- That's difficult question.
- Just a second while I watch my notes.
- Yes. The gentleman over there. What is the question, please?
- If there are no more question, I'll hand over to my colleague.
- If you have any further questions, please come up and talk me.
- If anyone still has any questions, I'll be happy answer them individually.
- You can read more about this topic via the links in this last slide.
- There is a list of original sources in the last page of the handout.
- Thank you for your coming.

What are the functions of the sections above?

Write these functions above each section above. They are in a typical order for a presentation above.

Asking for questions

Clearly marking transitions

Connecting with the audience/ Showing awareness of the audience

Dealing with questions

Ending the main body of the presentation

Ending the questions

Explaining the aim of the presentation

Explaining the policy on questions.

Explaining the structure of the presentation

Giving a hook

Giving further information

Giving the topic

Greeting

Introducing yourself/ Giving relevant personal information

Kicking off

Stating a conclusion

Summarising

Talking about visuals

Thanking at the end

Write at least two more sentences for each function.

Compare as a class or with the answer key.

Suggested answers and discussion

- **Greeting** – Good morning/ afternoon/ evening ladies and gentlemen/ Hi everyone./ Hello.
- **Introducing yourself/ Giving relevant personal information** – As most of you know, I am.../ I think I have met most of you, but for the others.../ I imagine most of you know my face but maybe not my name, so.../ For those of you who don't know me already,.../ I think most of you know me, but I'll introduce myself anyway./ I'm interested in this topic because...
- **Connecting with the audience** - It's nice see to so many familiar faces./ I'm impressed you came out in this terrible weather./ I'm sure you're... because of..., so.../ You probably haven't switched on your English brains yet, but my topic is quite easy to understand./ I know you are all thinking about your own presentations later but I hope you will find this topic interesting because.../ I'm so glad you all made it here despite the train problems. I hope to make it worth your while.
- **Giving the topic** - I'll discuss.../ I'll look at.../ I'll explain.../ The topic of my presentation is.../ My presentation is about.../ The title of my presentation is.../ I'll talk about.../ I've chosen to present.../ I will present.../ What I'd like to explain in my presentation is.../ The subject of this presentation is...
- **Giving a hook** - Before I start, take a look at this amazing picture/ statistic. / I think this is an important topic because.../ You might not be aware that.../ It might shock you to hear that.../ Just yesterday this topic was in the news when.../ To get your interest, I'd like to quote Einstein, who famously said.../ Have you ever wondered why...? By the end of this presentation you will know the answer. / How many people here...? Please put up your hands. Wow, so many/ few!/ This topic came into my own life one day when.../ There's an old Swahili proverb on this topic which says...
- **Explaining the aim of the presentation** – What I want to achieve by presenting this to you is.../ My goal is to change your mind about..., so that next time.../ After this presentation, I hope at least some of you will.../ By presenting this, I hope to...
- **Explaining the structure of the presentation** - My presentation is divided into three parts./ I have divided my presentation into three parts./ First of all, we'll look at.../ Firstly, we'll look at.../ For the first part of my presentation,.../ In the second part of my presentation,.../ ...and last of all we are going to focus on.../ Finally,.../ I'll start my presentation by... and then.../
- **Explaining the policy on questions** - If you have any questions, please feel free to interrupt me at any time./ There will time at the end for questions./ There will be a Q&A session at the end./ I will be very happy to answer any questions after I finish.
- **Kicking off** - So, let's start by looking at.../ So, if there are no questions so far.../ Right, let's get started by...
- **Talking about visuals** - This diagram is a bar chart which shows.../ Figure One is a bar chart which shows.../ This graph here is.../ If you look at this slide,.../ I'd like to draw your attention to.../ I'm pointing at a diagram which shows.../ These three bullet points represent.../ This pie chart comes from...
- **Clearly marking transitions** - Right, let's move onto the second topic./ I think I've covered that topic, so.../ Before moving on, I'd just like to mention that.../ Okay, finally I'd like to turn to...

- **Summarising** – So, to sum up what I have told you,.../ So, to summarise what I have told you./ To attempt a summary of all that in one sentence,... / If I had to summarise all that in one sentence, I would probably say.../ To explain again in a shorter way,...
- **Stating a conclusion** - From what I've shown, it should be obvious that.../ It is quite difficult to draw conclusions, but.../ What does all this mean? Well,.../ Because of all the things I have shown you,.../ I think all this proves that...
- **Ending the body of the presentation** - Right, let's stop there./ That's all I wanted to talk about today./ Time is running out, so I'll stop there./ That brings me to the end of my presentation./ ...which is the last thing that I wanted to say today.
- **Asking for questions** – Any questions?/ I'll now be happy to answer any questions that you may have./ We will now have a short Q&A./ Please ask me about anything that is not clear. / Please raise your hand if you have a question./ Please put up your hand if you have a question.
- **Dealing with questions** – That's an interesting question./ Let me think./ Let me see./ Good question! Well,.../ Just a second while I look at my notes./ Yes. The gentleman over there. What is your question, please?
- **Ending the questions** – If there are no more questions, I'll hand over to my colleague. / There don't seem to be any further questions, so.../ I need to hand over to the next person, but if you have any questions please feel free to come up and ask. / If you have any further questions, please come up and talk to me./ If anyone still has any questions, I'll be happy to answer them individually.
- **Giving further information** - You can read more about this topic via the links on this last slide./ There is a list of original sources on the last page of the handout./ For more about this topic, please see...
- **Thanking at the end** - Thank you for coming./ Thank you for your kind attention.

Discussion

Which sentences are most suitable for your presentation(s) (in class, at work, etc)?

What things do you have to take into account when deciding which sentences are best?

Would you do these things in the same order as given above?

Would you take out or add any functions?

What different kinds of hooks are above? Write at least one more example of each.

Brainstorm similar phrases for these functions

Correcting or contradicting what you said before

Explaining what words in your language mean in English

Talking about handouts

Pausing, e.g. for thought or to look at your notes

Going off topic and then returning to the topic

Compare your phrases as a class.