

Presentations- The same or different?

Instructions

Without looking at the phrases below, listen to your teacher read out two or more words or phrases and put up the “The same” or “Different” cards you have been given depending on what you think about their meanings. If there are more than two phrases, they are either all the same or all different.

Label the phrases below S for “the same meaning” or D for “different meaning”

Presentations phrases to label

Hi everyone/ Good morning ladies and gentlemen

As most of you know,.../ As you know,...

Thank you for coming/ Thank you for attending

I’d like to talk to you about.../ I’m going to talk to you about...

The title of my presentation is.../ The topic of my presentation is...

I’ll talk about/ I’ll speak about

I’ll talk about/ I’ll discuss

I want to show you that.../ I would like to tell you about...

I think this is an important topic because.../ I think this is an interesting topic because...

I have personal experience of this./ I once...

I really didn’t expect so many attendees./ It’s nice to see so many people here today.

I’m going to speak for about four or five minutes./ My presentation will last for four or five minutes

I have divided my presentation into three parts./ My presentation is divided into three parts./ I’m going to talk about three topics.

I’ll start by.../ I’ll begin by.../ I’ll commence by...

First of all/ At first

First of all/ First/ Firstly

Second/ Secondly

After that/ Then/ Next

Finally/ In the end

Last of all/ At last

I’ll look at.../ I’ll examine.../ I’ll focus on...

Right/ Okay/ Well/ Well then/ So

Please put up your hand if... / Please raise your hand if...

Can the people at the back read that?/ Can you see at the back?

A figure/ A diagram

This diagram shows/ This diagram represents

The next page of my PowerPoint/ The next slide

bar graph/ bar chart

chart/ diagram/ table/ graph

As you know,.../ As you can see,...

As I mentioned earlier,.../ As I said earlier,...

As we have seen/ As I showed earlier

Can you take one and pass them along?/ Please take a handout and pass the rest to the next person in your row.

Changing topic,.../ To move onto the next point,...

As for... / Moving on to...

I'd like to quote.../ ... once said...

To sum up/ In conclusion

Thanks for listening./ Thank you for your kind attention.

Thank you for coming/ Thank you for listening.

Are there any more questions?/ Were there any more questions?

Are there any questions so far?/ Are there any questions at this stage? Are there any questions at this point?/ Are there any questions before I move on?/ If everyone is clear on that point, I'll move onto the next...

If you have any more questions please come up and talk to me afterwards./ If you have any further questions, please come up and ask me individually.

Apart from the last section, the expressions are arranged into groups which have the same function. What is the function each time?

Compare your ideas with the list on the next page.

Match these functions to the sections above.

- Asking for questions
- Changing topic
- Connecting with the audience
- Ending
- Ending the questions
- Getting people's interest in the topic
- Greeting
- Introductions
- Kicking off
- Outlining/ Explaining the structure of the presentation
- Quoting
- Referring back
- Surveying the audience
- Talking about handouts
- Talking about visuals
- Thanking/ Welcoming
- Topic/ Title/ Aim

Brainstorm more useful phrases with those functions.

Decide which is more formal in each of the groups of expressions in italics on the original worksheets.

Decide on the formality of the expressions you brainstormed.

Test each other in small groups.

Tell your partner one of the functions above and see how many phrases with that function they can remember. Give them hints if you need to.

Do the same, but this time telling them the function and the level of formality.

Suggested answers

The more formal one is in bold italics.

Greeting

Hi everyone/ **Good morning ladies and gentlemen** – The same

Introductions

As most of you know,.../ As you know,... - Different

Thanking/ Welcoming

Thank you for coming/ **Thank you for attending** – The same

Topic/ Title/ Aim

I'd like to talk to you about.../ I'm going to talk to you about... - The same

The title of my presentation is.../ The topic of my presentation is... - Different

I'll talk about/ I'll speak about – The same

I'll talk about/ I'll discuss - Different

I want to show you that.../ I would like to tell you about... - Different

Getting people's interest in the topic

I think this is an important topic because.../ I think this is an interesting topic because... - Different

I have personal experience of this./ I once... - The same

Connecting with the audience

I really didn't expect so many attendees./ It's nice to see so many people here today. – The same

Outlining/ Explaining the structure of the presentation

I'm going to speak for about four or five minutes./ My presentation will last for four or five minutes. – The same

I have divided my presentation into three parts./ My presentation is divided into three parts./ I'm going to talk about three topics. – The same

I'll start by.../ I'll begin by.../ **I'll commence by...** - The same

First of all/ At first - Different

First of all/ First/ Firstly – The same

Second/ **Secondly** – The same

After that/ Then/ Next – The same

Finally/ In the end - Different

Last of all/ At last – Different

I'll look at.../ I'll examine.../ I'll focus on... - The same

Kicking off

Right/ Okay/ Well/ Well then/ So – The same

Surveying the audience

Please put up your hand if... / **Please raise your hand if...** - The same

Talking about visuals

Can the people at the back read that?/ Can you see at the back? – The same

A figure/ A diagram - Different

This diagram shows/ This diagram represents – The same

The next page of my PowerPoint/ The next slide – The same

bar graph/ bar chart – The same

chart/ diagram/ table/ graph- Different

As you know,.../ As you can see,... - Different

Referring back

As I mentioned earlier,.../ As I said earlier,... - The same

As we have seen/ As I showed earlier – The same

Talking about handouts

Can you take one and pass them along?/ Please take a handout and pass the rest to the next person in your row. – The same

Changing topic

Changing topic,.../ To move onto the next point,... - The same

As for... / Moving on to... - The same

Quoting

I'd like to quote.../ ... once said... - The same

Ending

To sum up/ In conclusion - Different

Thanks for listening./ **Thank you for your kind attention.** – The same

Thank you for coming/ Thank you for listening. - Different

Asking for questions

Are there any more questions?/ **Were there any more questions?** – The same

Are there any questions so far?/ Are there any questions at this stage? Are there any questions at this point?/ Are there any questions before I move on?/ If everyone is clear on that point, I'll move onto the next... – The same

Ending the questions

If you have any more questions please come up and talk to me afterwards./ If you have any further questions, please come up and ask me individually. – The same

Photocopiable cards to be held up to show comprehension

One card of each kind per student.

The same

Different

The same

Different

The same

Different