

Ending formal and informal presentations jigsaw

Instructions for teachers

You need one cut-up copy of the worksheets per group, with the medium-level phrases in a different pack from the other cards. Also make one un-cut-up copy per student to check their answers with and to keep for reference.

Give out just the mixed formal and informal phrases and ask students to pair them by function and divide them into formal and informal so that they get pairs of formal and informal phrases of the same kind.

Let them check with the worksheet without the medium-level phrases, then ask them to write suitable phrases in the blank boxes in the middle, from their own knowledge and/ or by changing the (very) informal and formal ones to make them more suitable.

Students then match the cut-up medium-level ones to those gaps, maybe changing their own sentences if they think those versions are better.

Give out the full un-cut-up worksheet to check, then compare other phrases that they wrote and/ or brainstorm more.

They can then test each other in pairs or small groups by:

- Reading out pairs of phrases with different levels of formality for their partners to identify as formal, medium or informal
- Reading out phrases from one section for their partner to identify the function of
- Reading out formal or informal phrases for their partner to convert to medium-level ones
- Reading out a heading and helping their partner make suitable medium-level phrases

Suggested answers/ Cards to cut up

<p>1. Summarising the content of your presentation</p>	<p>Basically, there was no need for all that waffle because I can explain it all in four words,...</p> <p>Even when you've forgotten everything I've said today, don't forget that...</p>	<p>To sum all that up,...</p> <p>So, to summarise what I have told you...</p> <p>All of that can be summarised as...</p> <p>In brief, my point is...</p>	<p>To attempt a summary in just a single sentence, I would probably say that...</p>
<p>2. Stating a conclusion (leading on from the summary)</p>	<p>With the evidence that I've given you, any idiot can see that...</p> <p>What on earth does all that prove? Well,...</p> <p>So what? Well,...</p>	<p>It is quite tricky to draw conclusions, but...</p> <p>I think all this proves... What conclusions can we draw from all that?</p> <p>Well,...</p> <p>Therefore, we all should...</p> <p>For those reasons, I hope after this presentation...</p>	<p>If I may be allowed to come to a conclusion, however hesitant... One cannot but draw the conclusion that... This must lead us inevitably to the conclusion...</p>
<p>3. Ending the main part of the presentation and leading into the Q&A</p>	<p>That's all./ That's it. That's all I could find out about the topic. That's all I can think of to say.</p> <p>Time's up, so... I think that covers it.</p>	<p>That's all I wanted to say (on this topic). That's the end of my presentation. That brings me to the end of my presentation.</p>	<p>And on that point, I will bring my presentation to a close. That concludes my presentation.</p>

<p>4. Inviting questions/ Starting the Q&A</p>	<p>Any questions? Hopefully there aren't too many questions! Questions please. I think that was really confusing, so there must be loads of questions.</p>	<p>I'll now be happy to answer questions. Does anyone have any questions? Please put your hand up if you have any questions. We now have a few minutes for Q&A. Are there any questions?</p>	<p>I now invite you to ask questions or comment on what you have heard. I will now deal with any questions that may have arisen. I will conclude my presentation with a question and answer stage.</p>
<p>5. Indicating whose question you will answer next (while pointing with an open hand)</p>	<p>Yeah, <i>(name)</i>. Yes, <i>(name)</i>. Okay, <i>(name)</i>. (Please ask your question). Yes, the guy over there. Yeah, fire away.</p>	<p>Yes, what's your question please? Yes. The person in the corner. Yes, please go ahead. Yes, <i>(name)</i>, what would you like to ask?</p>	<p>Yes, the gentleman/lady at the back in the red shirt. I'll be happy to answer your question. Yes, sir/ madam. What would you like to ask me?</p>
<p>6. Checking the meaning of the question/ what they want to know</p>	<p>Sorry, I don't get what you want to know. Say again! Say what now?</p>	<p>If I understand, you're asking... Just to check, you want to know...</p>	<p>Before I attempt to answer your question, can I just check if I comprehend?</p>

<p>7. Commenting on the question</p>	<p>Oh no! Not that question! I was hoping no one would ask me that! Wow! Tricky one!</p>	<p>That's a tricky one. That's an interesting question. That's a great question. Actually, I was expecting that question. I'm so glad you asked me that.</p>	<p>Thank you very much for your very interesting question. I'm delighted that you asked me that question.</p>
<p>8. Asking people to wait</p>	<p>Just a sec. Pretty sure I've got that info somewhere. Just a mo. Got that right here.</p>	<p>Just a moment while I find the right slide. Sorry, just a moment I have that information in my notes. Let me think. Let me see.</p>	<p>Could you wait for just one second? I will find the relevant slide as quickly as I can.</p>
<p>9. Not answering the question (yet)</p>	<p>Sorry, not a clue. Sorry, no idea. Probably should have researched that, but didn't. Sorry!</p>	<p>I'm afraid I'm not really sure. I'm sorry, I probably should have researched that. I'm afraid I don't have that information, but I'll find out and email you later.</p>	<p>I'm afraid I'm not in a position to be able to answer that question at this moment in time. I sincerely apologise, but I'm afraid that fact did not arise during my research stage.</p>

<p>10. Bringing the Q&A to a close</p>	<p>I think ten questions is enough, right? Stop, stop! No more questions please! Luckily for me, we've run out of time! No more questions? Great! We'll stop there, then. Looks like there are no more questions.</p>	<p>I seem to have run out of time. If there are no more questions,... If you have any further questions, please come up and talk to me individually. Someone is signalling that I should finish my presentation, so...</p>	<p>If anyone still has any questions, I'd be delighted to answer them individually. There don't seem to be any additional questions, so... I'd love to be able to speak further, but I'm afraid the time available to us has come to an end.</p>
<p>11. Thanking at the end</p>	<p>Cheers for staying here for the whole thing!</p>	<p>Thanks for all your great questions. Thanks again for braving the snow to come here today.</p>	<p>I am very grateful to you for your kind attention. It's been an honour to present to you.</p>
<p>12. Mentioning future contact/ Giving sources of more information</p>	<p>Here's more info on this. If that's not enough for you, here's some more cool stuff. Wanna know more? Check these links out.</p>	<p>Here is a list of possible further reading on the topic. You can read more about my topic via the links on this last slide. If you want to know more, try the top few results of a Google search of the words "...."</p>	<p>If I have successfully prompted your interest in the topic, may I humbly suggest the links on this final slide?</p>

13. Handing over to the next presenter	(Okay) who's next? Your turn. Who's gonna present next? That's really it for me. Next!	I look forward to hearing the next person's presentation. I'll now hand over to the next person. I'd now like to hand you over to my colleague, who will...	It's now my great pleasure to introduce the next speaker, who will be...
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Partial answers

<p>Summarising the content on your presentation</p>	<p>Basically, there was no need for all that waffle because I can explain it all in four words,...</p> <p>Even when you've forgotten everything I've said today, don't forget that...</p>		<p>To attempt a summary in just a single sentence, I would probably say that...</p>
<p>Stating a conclusion (leading on from the summary)</p>	<p>With the evidence that I've given you, any idiot can see that... What on earth does all that prove? Well,...</p> <p>So what? Well,...</p>		<p>If I may be allowed to come to a conclusion, however hesitant... One cannot but draw the conclusion that... This must lead us inevitably to the conclusion...</p>
<p>Ending the main part of the presentation and leading into the Q&A</p>	<p>That's all./ That's it. That's all I could find out about the topic. That's all I can think of to say.</p> <p>Time's up, so... I think that covers it.</p>		<p>And on that point, I will bring my presentation to a close. That concludes my presentation.</p>

<p>Inviting questions/ Asking for questions</p>	<p>Any questions? Hopefully there aren't too many questions! Questions please. I think that was really confusing, so there must be loads of questions.</p>		<p>I now invite you to ask questions or comment on what you have heard. I will now deal with any questions that may have arisen. I will conclude my presentation with a question and answer stage.</p>
<p>Indicating whose question you will answer next (while pointing with an open hand)</p>	<p>Yeah, <i>(name)</i>. Yes, <i>(name)</i>. Okay, <i>(name)</i>. (Please ask your question). Yes, the guy over there. Yeah, fire away.</p>		<p>Yes, the gentleman/lady at the back in the red shirt. I'll be happy to answer your question. Yes, sir/ madam. What would you like to ask me?</p>
<p>Checking the meaning of the question/ what they want to know</p>	<p>Sorry, I don't get what you want to know. Say again! Say what now?</p>		<p>Before I attempt to answer your question, can I just check if I comprehend?</p>

<p>Commenting on the question</p>	<p>Oh no! Not that question! I was hoping no one would ask me that! Wow! Tricky one!</p>		<p>Thank you very much for your very interesting question. I'm delighted that you asked me that question.</p>
<p>Asking people to wait</p>	<p>Just a sec. Pretty sure I've got that info somewhere. Just a mo. Got that right here.</p>		<p>Could you wait for just one second? I will find the relevant slide as quickly as I can.</p>
<p>Not answering the question (yet)</p>	<p>Sorry, not a clue. Sorry, no idea. Probably should have research that, but didn't. Sorry!</p>		<p>I'm afraid I'm not in a position to be able to answer that question at this moment in time. I sincerely apologise, but I'm afraid that fact did not arise during my research stage.</p>

<p>Bringing the Q&A to a close</p>	<p>I think ten questions is enough, right? Stop, stop! No more questions please! Luckily for me, we've run out of time! No more questions? Great! We'll stop there, then. Looks like there are no more questions.</p>		<p>If anyone still has any questions, I'd be delighted to answer them individually. There don't seem to be any additional questions, so... I'd love to be able to speak further, but I'm afraid the time available to us has come to an end.</p>
<p>Thanking at the end</p>	<p>Cheers for staying here for the whole thing!</p>		<p>I am very grateful to you for your kind attention. It's been an honour to present to you.</p>
<p>Mentioning future contact/ Giving sources of more information</p>	<p>Here's more info on this. If that's not enough for you, here's some more cool stuff. Wanna know more? Check these links out.</p>		<p>If I have successfully prompted your interest in the topic, may I humbly suggest the links on this final slide?</p>

<p>Handing over to the next presenter</p>	<p>(Okay) who's next? Your turn. Who's gonna present next? That's really it for me. Next!</p>		<p>It's now my great pleasure to introduce the next speaker, who will be...</p>
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