

Giving an oral presentation can be scary, but we're here to help you. Watch two students giving presentations in the video on our website and then read the tips below. Which tips do they follow? Which ones don't they follow?



Here are our top tips for oral presentations.

Do:

- Use the planning time to prepare what you're going to say.
- If you are allowed to have a note card, write short notes in point form.
- Use more formal language.
- Use short, simple sentences to express your ideas clearly.
- Pause from time to time and don't speak too quickly. This allows the listener to understand your ideas. Include a short pause after each idea.
- Speak clearly and at the right volume.
- Have your notes ready in case you forget anything.
- Practise your presentation. If possible record yourself and listen to your presentation. If you can't record yourself, ask a friend to listen to you. Does your friend understand you?
- Make your opinions very clear. Use expressions to give your opinion.
- Look at the people who are listening to you.

Don't:

- Write out the whole presentation and learn every word by heart.
 - Write out the whole presentation and read it aloud.
 - Use very informal language.
 - Only look at your note card. It's important to look up at your listeners when you are speaking.
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Useful language for presentations

Explain what your presentation is about at the beginning:

I'm going to talk about ...
I'd like to talk about ...
The main focus of this presentation is ...

Use these expressions to order your ideas:

First of all, ...
Firstly, ...
Then, ...
Secondly, ...
Next, ...
Finally, ...
Lastly, ...
To sum up, ...
In conclusion, ...

Use these expressions to add more ideas from the same point of view:

In addition, ...
What's more, ...
Also, ...
Added to this, ...

To introduce the opposite point of view you can use these words and expressions:

However, ...
On the other hand, ...
Then again, ...

1. Check your language: ordering – parts of a presentation

Here are some expressions from a presentation about tourism. Write a number (1-5) to put these sentences in the order you would say them.

.....	Finally, we'll think about how tourism will change in the future.
.....	Next, I think it's important to consider the disadvantages.
.....	I'm going to talk about tourism in our country.
.....	To sum up, there are many advantages now to tourism in our country, but the future is uncertain.
.....	First of all, I'd like to talk about the situation today.

2. Check your language: grouping – useful phrases

Write the phrases for each part of your presentation in the correct group.

Secondly, ...	The topic of my presentation is ...	First of all, ...	In addition, ...
I'd like to talk about ...	However, ...	What's more, ...	On the other hand, ...
Then again, ...	In conclusion, ...	I'm going to talk about ...	Also, ...

introducing your presentation	ordering your presentation	adding more ideas	adding ideas from a different point of view