

Metadiscourse

Using transitions and signposting
to guide your audience

TRANSITIONS AND SIGNPOSTS ARE...

...elements of **metadiscourse** that verbalise **logical connections** between the elements of the talk, thus enhancing understanding and helping the audience stay on focus.

TRANSITIONS...

- are **words, phrases, or sentences** that connect the speech ideas together
- are “**verbal bridges**” between ideas
- alert the audience that a **new point** will be made

Let's now....

In conclusion,....

To sum up,...

However,...

Another reason is...

I'd next like to...

Now that you've seen how 3D printing works, I'd like to introduce some of its main applications.

So, let's move on and see what benefits we can gain by adopting this approach more widely in quality control.

TRANSITIONS ARE USED...

- after the introduction
- between each main point
- within each main point
- between slides
- before the conclusion



TRANSITIONS **between main points**

When moving from one main point to another, **full-sentence transitions** are especially effective

Next, let's look at exactly what sales contests can do for us.

SALES CONTESTS

- I. Top management should sponsor sales contests to halt the decline in sales over the past two years
- II. Sales contests will lead to better sales presentations

TRANSITIONS:

discussing items within a main point

So, let's now take a look at the **three advantages** that our company can gain by sponsoring sales contests.

The **first advantage** is that competition will motivate...

SALES CONTESTS

1. Sales personnel will be motivated by competition
2. Contests are relatively inexpensive
 - a. **Contests cost less than losses in sales revenues**
 - b. **Contests cost less than training new sales staff**
3. Sales contests will lead to better sales presentations

The **most important reason** is that...

Another reason is that...

The **second advantage** of choosing a contest instead of ... is that...

In addition to being cheaper than the other options, a **third advantage** of sales contests is that...

4 techniques for transitioning between main topic areas

1. **Restate-forecast**

Restates the point just covered and **previews** the point to be covered next

***Now that we've established** a need for sales contests **(restatement)**, **let's now take a look at** what sales contests can do for us **(forecast)**.*

***Now that I've shown you** the problems caused by the common weaknesses in construction project planning **(restatement)**, **we can move on to see how** BIM provides construction professionals with the insight and tools to more efficiently plan, design, construct, and manage buildings and infrastructure **(forecast)**.*

4 techniques

2. Rhetorical questions

Rhetorical questions are effective, because the audience wants to see if you agree with their answer.

***Will contests be too expensive?** Well, actually they won't because...*

So, how many stages are there then in this process?

As you may know, it contains five steps.

4 techniques

3. Internal previews

Internal previews outline in advance the key ideas that will be discussed in the next main point.

***Next, I'd like to talk about** the orientation you can expect to receive during your first few days on the job including a tour of the plant, a one-on-one meeting with your supervisor, and a second meeting with the personnel director, who will explain the benefits and responsibilities of working for our corporation.*

*To help us further understand why recycling is important, **I will first explain** the positive benefits of recycling and then explore how recycling can help our community.*

4 techniques

4. Internal summaries

Internal summaries draw together important ideas before proceeding to another speech point. They **remind** listeners what key message was that they need to remember.

***It should be clear now that** anyone can help solve the problem by knowing how to identify a potential security risk, understanding what NOT to do in such cases and knowing whom to contact about helping them if necessary.*

In sum,...

Use transitions to move

- from intro to the first main point
- between main points
- between subpoints
- between slides
- from last main point to the conclusion

Use a variety of techniques to create transitions

- Restate-forecast
- Internal previews
- Internal summaries
- Rhetorical questions
- Superordinate terms



In sum,...

Use a variety of transitioning techniques and signposting to create connections and keep your presentation moving.



Plan and note down the main transitions in the outline template!

