

ORIENTING THE AUDIENCE

PRESENTING THE PURPOSE *

Today, I shall be...	... talking about a new kind of material that...
Today, we'll be...	... looking at recent technical problems that...
	... dealing with a problem familiar to all of us...
What I'm going to do is...	... describe to you some potential solutions
What I intend to do is...	... tell you about a new technique for...
My aim today is to show you a way to improve...
	... explain to you how you can use...
	... outline a 3-part strategy for overcoming...
I'd like to take a look at 2 new developments in...
What I'd like to do is...	... present you the results of our research...
What I want to do is...	... go over some of the difficulties...
	... examine ...

NARROWING THE TOPIC

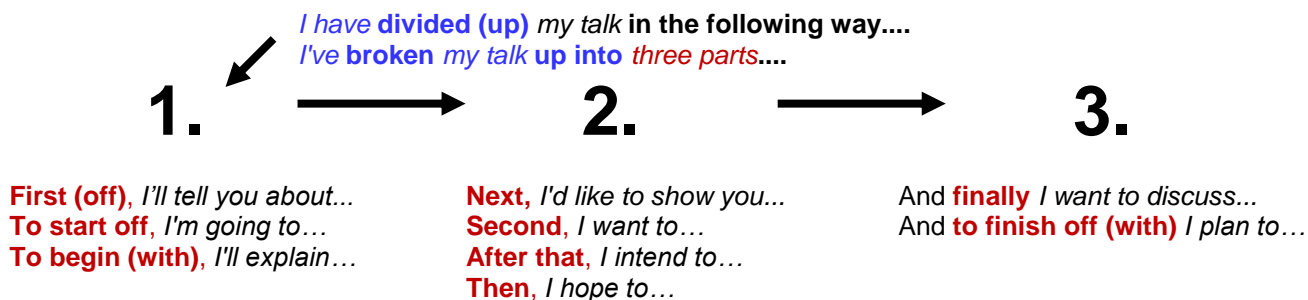
In particular, I will explain how the material can be used in many of our products.

PROVIDING BACKGROUND

*As you probably know, there have recently been complaints from consumers...
Some of you may know about our research program.
Many of you are likely familiar with physical characteristics of this material.
You may be aware of the features of the TK-3000 model.*

For those of you who...	are not familiar with...
If any of you...	are not well versed in...
	are not acquainted with...
	are outsiders to this subject...
As I'm sure...	many of you already know ...
	you are aware of ...

PREVIEWING THE ORGANIZATION *



SIGNALLING TRANSITIONS

SUMMARIZING THE MAIN IDEA *

So,... *what we have seen /learned* then is that..
we can see then that.. these improvement increase fuel efficiency.
as you can see then..
it seems/appears then that..
what we can see then is that..
what I'm saying then is that..

to tie this up then....
in a nutshell then...
in short then....

Restate-Forecast
strategy!

INTRODUCING A NEW TOPIC *

So, *having* looked at... *let's* now *turn to*..
Okay,... *let's* now *take a look at*....
Right (then),... *let's* now *move on to* take a look at..
So (then),

Now,... *if we* (now) *move on to*..
Then,... *if we* (now) *turn (our attention) to*..
turning (now) *to*..
moving on to..
Let's now *consider*..

So,... *this* then *brings us to*..
this then *leads (us) to*..

LINKING IDEAS

CAUSE AND EFFECT

Since increased performance is not our main concern, I'd now like to talk about...
As a result of this new feature, we must now consider...
As a result, we have to find new ways to reduce emission outputs.
Consequently, we have been developing a more efficient hydraulic system.
Therefore, I would now like to show our latest test results.

PURPOSE

In order to take advantage of this new technology, we have to look at the market.
For the new model to work efficiently, we need a new kind of valve.

REINFORCEMENT

In addition to Asia, we are also marketing the product in South America.
In addition, we plan to introduce more robots to our production lines.
Furthermore, the program can translate from Finnish into English.

CONTRAST

Although *the machine operates well at low temperatures*, at high temperatures there are some problems.

Unlike *the TK-300*, The TK-400 is more compact.

Instead of *batteries*, the new model uses solar power.

Nevertheless, ...

However, ...

On the other hand,...

EXAMPLES *

For example,...

For instance,...

One way **to illustrate/ see** this is to imagine a...

To illustrate this, let's imagine...

DESCRIBING VISUAL AIDS

DESCRIBING THE PURPOSE OF A CHART

This shows our sales from 1995 to 2000.

This delineates the stages in the manufacturing process.

WHERE?

As you'll note in this... **graph**
As you can see in this... **diagram**

If you look at this... **figure**
If you take a look at this... **pie chart**

This next... **table**

WHAT?

the age of students fell 30%
the age of students fell 30%

you'll note/ notice that...
you can see that...

shows that age fell by 30%

DESCRIBING PARTS OF A GRAPH

<i>The</i>	vertical axis	represents...
<i>This</i>	horizontal axis	signifies...
	curve	denotes...
	solid bar	indicates...
	broken line	stands for...
	gray segment	shows...
	dotted line	
	black columns	
	hatched section	

DESCRIBING THE UNITS OF A DIAGRAM

The **units** are in meters.

These **figures** are in thousands of dollars.

The **numbers** are in tens of thousands of Euros.

ENDING YOUR 'TALK'

SUMMARIZING THE MAIN POINTS *

The conclusion reviews the information and ideas of the presentation that were presented in the introduction when you were "**previewing the structure**" of your talk. If you divided your talk into 3 main areas, then you could repeat these three areas here.

So,... what we have seen /learned is that..

~~AS a conclusion,... (Finglanti?)~~

In summary, there are three ways to...

In conclusion, this report **finds/shows/demonstrates** that...

To summarize (then), these results **indicate/suggest**...

To conclude (then), this technique...

To sum up (then), our new method...

To wrap this up (then), our new process...

RESTATING THE PURPOSE *

The conclusion can also restate the main purpose of the presentation that was stated in the introduction. This is called the "conclusion" or "concluding statement."

"I'm sure that these improvements will allow us to win back our market share."

DEALING WITH QUESTIONS

The speaker should initiate the discussion at the end by inviting questions from the audience.

~~ANY QUESTIONS?~~

Right, I'm sure you've all got lots of questions?

Okay, any questions or comments?

If you have any questions, I'll try my best to answer them.

I'd like to now open the floor for questions...

I'd now be very happy to answer your questions...

Give them one last chance:

Right then, **if there are no further questions,** (then) I should like to hand the floor over to our next speaker