

Task 2 – Below is appropriate language that can be used for each part of your introduction.

Mark the stress and intonation of some of the phrases that follow. Practice saying them.

Greeting

Good morning/afternoon/evening, ladies and gentlemen/colleagues/everybody.

Introduce yourself

As you know, my name is ...

Let me introduce myself. My name is ... and I am the TITLE

Introduce your talk

I'd like to talk to you today about...

I'm going to	present ...
	explain ...
	discuss ...
	give you a brief overview of ...
	give you some information about ...

The	subject	of my	talk	is ...
	focus		presentation	
	topic		paper (academic)	
			speech (to public audience)	



I'd like to	talk	to you today about ...
	share a few words	with you today about ...

Identify the purpose of your talk

The purpose of this talk/presentation is to	give you some idea about ...
This talk/presentation is designed to	give you some insight into ...
My reason in giving this talk/presentation is to	give you a clear view of ...
	bring you up to date on the latest ...
	help you understand ...

Outline the talk

I've divided my talk/presentation into	four parts.	They are ...
I'm going to break my talk/presentation into	four sections	

This topic can be looked at under four main headings. They are A, B, C and D.

Firstly/First of all ...	I'll	talk about
Secondly/Then/Next ...	I'm going to	discuss
Thirdly/And then	I plan to	examine
Finally/Lastly/Last of all ...	I want to	look at

Announce the length of your talk

The talk/presentation will be brief. *I shall only take X minutes of your time.*

I plan to be brief. *The talk will only take/last X minutes*

When questions will be taken

If you have any questions, *I'll be glad to (try to) answer them at the end of my talk*

I'll take them at the end of my talk

Please interrupt me if there's something which needs clarifying

Please feel free to interrupt the presentation if you have any questions

Task 3 – Below are notes on two possible presentation topics. Use the information to prepare and give the introduction to **ONE** of these topics to practice with your ASK Tutor. Use the language from **Task 2** help you construct a well-organised introduction.

You may need to use your imagination to develop some of the ideas – remember you want the audience to understand fully what will follow and to be interested in what you plan to say!

Topic 1

Learning Styles

Four types of learner

Activist

Pragmatist

Theorist

Reflector

Activists Learn by doing, not thinking about doing. Activity is the key.

Pragmatists Learn when they can see the point. Objectives are the key.

Theorists Learn when they can understand the underlying system. Systems and categories are the key

Reflectors Learn when they have a chance to reflect in their own time. Time to think is the key.

Topic 2

Training for business

Types of training:

Technical

Management

Technical training

Information technology (computers)

Objective: to keep a technical edge over the competition

Training for efficiency (e.g. production methods) versus Training for innovation (e.g. new technology)

95% of employees receive some technical training

Management training

Leadership / team management / strategy