

Student Worksheets

Core Unit

of the starter course module

Academic Presentations in English

The following activities will help you to make fluent and appropriate use of English phrases that can be applied in any presentation, independent of its specific content. Particular emphasis will be given to English phrases that can be used to highlight the structure of your presentation, which will make it easier for your audience to follow your talk and to understand its contents.

**Autorenteam: Annelie Knapp
Stefanie Heimann
Vera Kurth
Silke Timmermann**

Starter course

devised by the MuMiS project – Multilingualism and Multiculturalism in University Studies

Developed at the University of Siegen, sponsored by VolkswagenStiftung

For more information about the research project, see our website: <http://www.mumis-projekt.de/>

For questions and feedback please contact us at: mumis-projekt@uni-siegen.de

Copyright MuMiS 2012



Activity 1: Sample Introduction

🕒 5 min

Underline all phrases (more than a single word, but not necessarily a complete sentence) in the text that you could use in any presentation, no matter what the topic is. The first phrase has already been underlined for you.

"OK, shall we start?" Good morning everyone! As you can see on the screen, our topic today is *Academic Presentations in English* and the purpose of my talk is to prepare you for the presentations that you will be giving in this course. We'll focus on language tips and tools that can be helpful when it's your turn to stand here. This presentation will take about 90 minutes and you can download the PowerPoint presentation from [website], if you like. So you don't need to copy everything.

This presentation is divided into six parts. First, I'd like to show you a sample introduction of a presentation so that you can get to know a number of useful expressions for the beginning of your talk and you'll learn something about the structure of this part of a presentation. We'll then look at a well-established presentation technique which is called signposting. We'll find out what exactly this is, how it is done and why. After that we'll move on to the structure of the main part and the final part of the presentation and where we will put signposting into practice. In the fourth part we'll have a look at a practical online dictionary which contains phrases for presentations at university. I will finish with some pieces of advice and a short summary... Please feel free to interrupt and ask me questions at any time!

OK, so let's start with the first point: the introduction of a presentation in English."



Activity 2: Steps in an Introduction

🕒 5 min

The nine phrases shown below can be used to introduce a presentation. On the right you can see nine steps that you can possibly take to start a presentation. Match each phrase to the corresponding step. The first one has already been done for you. Then put the steps into a meaningful order, marking them from 1 to 9.

Phrases

Most of you already know me, I'm ...

My presentation will take about 25 minutes.

I'll be happy to answer your questions at the end.

What I want you to get out of my presentation is ...

Ok. Let's get started.

The subject of my presentation is ...

I've broken my presentation down into three parts.
First, I'll look at ...

Good morning everyone.

I will distribute the handout after the presentation

Steps in an introduction

describing the purpose

announcing the outline

getting attention

introducing oneself

talking about the
availability of material

welcoming

announcing the length of
the presentation

announcing the topic

announcing when you will
answer questions

Step no.

☐

☐

☒ 1

☐

☐

☐

☐

☐

☐

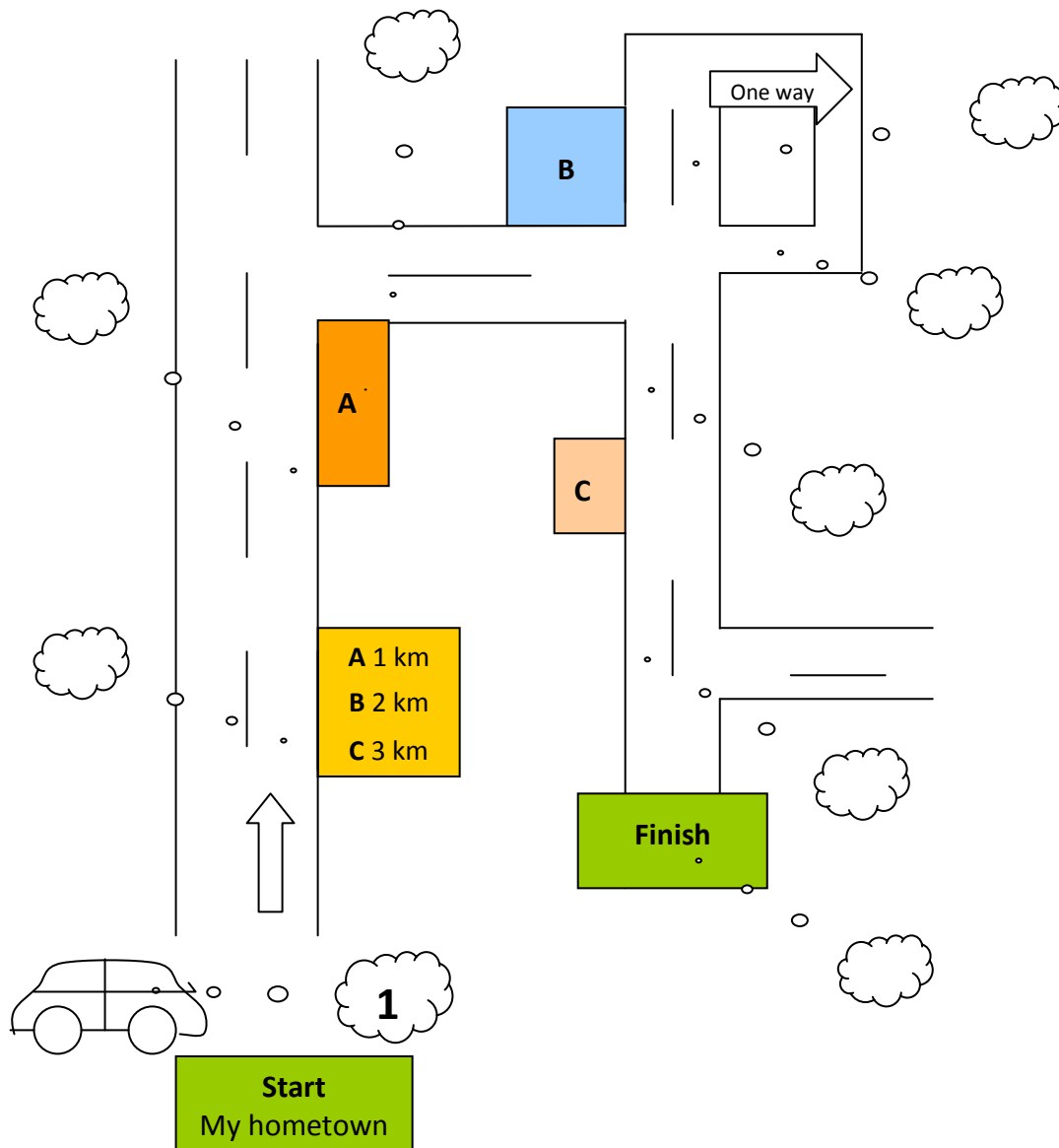


Activity 3: Signposting

🕒 5 min

What's the driver saying while moving along the road?

Put numbers 2 to 9 in the right speech bubble and draw the route.



1. Today I'm going to talk about ...
2. Before going on, I'd just like to say a little about ...
3. This brings me to the end of my presentation. I'm now open for your questions.
4. That's all I would like to say about ... So let's go ahead and look at...
5. I've broken my presentation up into three parts. First, we'll look at ..., then I'll show you ..., and finally I'll say a little about ...
6. OK, so before I finish, let me summarize what we've looked at...
7. So, getting back to my original point ...
8. Let's turn now to my last point, which is ...
9. OK, so let's get started with ...



Activity 4: Using *UniComm English* – The End

5 min

This is the last slide from today's presentation. Put the scrambled sentences together:

6. Summary

Now you know...

- what steps you can take in your presentation
- what signposting is + why it is done
- some useful phrases for your presentation + where to find more (*UniComm English*)
- more practical tips

MuMiS -projekt.de

1. what summarize looked at briefly today Let's we've .

2. steps presentation We by you can take in started off your looking at.

3. be marked signposts Some of can by these steps.

4. what looking at So went on by why signposting we is and it is done.

5. shown online introduced and you I've where to find them more useful phrases you to.

6. tips At the end you some a presentation more practical for giving I've given.

Have a look at page 6 of your reference material and find another phrase you could use instead of phrase no 1 to introduce the summary.

What could you say to **finish off** today's presentation? Have a look at page 6 of your reference material

where you'll find a collection of useful phrases.

Academic Presentations in English

Core Unit

MuMiS -projekt.de

Choose five more phrases from UniComm English that **you** would like to remember for your future presentations in English.

1. _____

2. _____

3. _____

4. _____

5. _____