

Presentations roleplays and useful phrases

Give a presentation in the way that is says on the card you are given from below. You have to do the thing written on that card, if possibly quite extremely, e.g. doing it many times. When you have finished your presentation, your partner will try to guess exactly what your roleplay card says. Give them hints and/ or more examples of that thing until they guess correctly, then discuss how useful or not such an action is.

Look at the whole list below and discuss how useful each of them is in presentations.

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| Rush through the presentation as quickly as possible |
| Keep pausing for thought |
| Stop very suddenly |
| Correct or contradict what you said before |
| Speak very passionately |
| Check what the questions mean before you answer them |
| Do a survey of the people who are listening |
| Use some words from your own language, explaining what they mean in English |
| Use some words from your own language, not explaining what they mean |
| Go back to a topic you had already finished speaking about, e.g. continue with bullet point one after finishing bullet point two |
| Go off topic and don't return to the topics on your presentation topic sheet |
| Go off topic and then return to the topics on your presentation topic sheet |

| |
|---|
| Point at things (on the topic sheet or in the room) |
| Start with a very long introduction before you get on to the topics on your presentation topic card |
| Repeat yourself |
| Stop during the presentation, e.g. when the person/ people listening seems not to understand or to have a question, and check if everything is okay |
| Start on the first point you've prepared to talk about, with no introduction at all |
| Start with a question |
| Stop to look at your notes |
| Try to get the people listening very interested in the topic before you really start talking about it |
| Very clearly mark when you are moving from one sub-topic to the next |
| Have a very long ending |
| Sound unsure. |
| Think a long time before you answer the questions |

Brainstorm things you can do to achieve these things from the list above:

- Having a long introduction
- Trying to get the people listening very interested in the topic before you really start talking about it
- Having a long ending

Compare your ideas with the lists on the next page.



Suggested stages

Having a long introduction

- Greeting
- Thanking/ Welcoming
- Showing awareness of the audience/ Making a personal connection with the audience
- Topic
- Aim/ Thesis statement
- Name and other relevant personal information
- Referring to the structure/ content
- Saying when to ask questions
- Mentioning timing
- Kicking off

Trying to get the people listening very interested in the topic before you really start talking about it

- A quote
- A proverb
- A statistic
- A recent news story
- A story, e.g. a personal anecdote
- Reasons why it's an important or interesting topic
- A joke
- An image
- A rhetorical question
- A survey of the people attending

Having a long ending

- Summary
- Conclusion
- Thanks
- Invitation to ask questions
- Where to get more details

Brainstorm phrases you can use for each of the sub-stages above.

Compare your ideas with those on the next two pages.

Suggested answers

Greeting

- Hi/ Hello/ Good morning/ afternoon/ evening (everyone/ ladies and gentlemen/ guys)

Thanking/ Welcoming

- (First of all), (I'd like to) thank you for coming.
- Let me begin by welcoming you all to...
- It's a pleasure to welcome you to...
- It's good to see you (all) here.
- Thank you for finding the time to come and join me for this presentation.

Showing awareness of the audience

- I can see some familiar faces today.
- You all seem quite tired from this morning, so I'll try to keep it short.
- It's nice to see so many young people today.

Introducing yourself

- I think most of you know me, but I'll introduce myself anyway.
- As most of you know, I'm... and...
- First of all, I'd like to introduce myself/ let me introduce myself/ I should probably introduce myself.
- I chose today's topic because...
- I..., which I why I chose the topic of...

Giving the topic

- (In my presentation/ Today) I'd like to/ I'm going to talk to you about...
- The topic/ subject of today's presentation is...

Aim/ Thesis statement

- I want to show you that...
- I aim to prove to you that...
- You might think that..., but
- The aim of my presentation is to change your mind about...

Referring to structure/ content

- I'll start/ begin/ commence with/ by...
- I've divided my presentation into... parts/ My presentation is divided into...
- In my presentation, I'll focus on three main...
- First, we'll look at... then we'll move on to... and finally we'll focus on...
- Secondly/ In the second part of my presentation,...
- (And) then/ After that/ The next stage will be to...
- To finish up/ Finally/ I'll end with/ The last stage will be to...

Saying when to ask questions

- Please (feel free to) interrupt (me)/ ask questions at any time/ at any stage.
- If you have any questions, I'll be happy to answer them at the end.

Mentioning timing

- I'll try to be finished by...
- My presentation will last for approximately...

Kicking off

- Right/ Okay/ Well/ So, let's start by looking at...



A quote

- ... (famously) once said that...
- As the famous quote goes,...
- According to...
- To quote...

A proverb

- It is often said that...
- There is an old Yiddish proverb which says...

A statistic

- ... That number represents...
- Do you know how many/ much...? The surprising answer is...

A recent news story

- You may have read/ heard this morning that...
- I'm sure most of you have been following the events in...

A story, e.g. a personal anecdote

- I have personal experience of this.

Reasons why it's an important or interesting topic

- You might think this doesn't matter, but...
- This will become important to all of us when...

A joke

- There's a joke connected to this topic, which is...
- As the well-known joke goes,...

A survey of the people attending

- Please raise your hand if...
- How many people here...?

Summary

- To summarise/ sum up,...
- To recap,...
- I have shown you that...

Conclusion

- I think all this proves that...
- What can we conclude from what I have presented? Well,...
- It is quite difficult to draw conclusions, but...

Thanks

- Thanks for listening
- Thanks for your kind attention

Invitation to ask questions

- If there's anything you'd like to know more about, please feel free to ask questions now.

Where to get more details

- You can read more about it via the links on this last slide.
- Here is a list of possible further reading on the topic.

Brainstorm suitable language into these similar categories related to other roleplay cards from the first stage.

Correcting or contradicting what you said before

Explaining what words in your language mean in English

Going back to a topic you had already finished speaking about

Returning to the main topic

Pointing at things

Check if anyone has questions at that stage

Stopping to look at your notes

Pausing for thought without silence when answering questions

Other phrases for pausing for thought without silence

Clearly marking when you are moving from one sub-topic to the next

Compare your ideas with the answer key below.



Suggested answers

Correcting or contradicting what you said before

- I meant to say...
- I said..., but in fact/ actually...

Explaining what words in your language mean in English

- The direct translation is...
- The usual way of saying that in English is...
- You can't really translate this, but...
- There's a word in my language..., which is/ means...

Going back to a topic you had already finished speaking about

- I forgot to mention earlier that...
- Just one more thing about... before I go on.

Returning to the main topic

- Anyway,...
- Getting back to the main point,...
- Where was I? Oh, yes...
- As I was saying,...

Pointing at things

- If you look at this,...
- This is an example of...
- I'm pointing at...

Check if anyone has questions at that stage

- Are there any questions at this stage?
- Would anyone like to ask anything before I move on?

Stopping to look at your notes

- I have the information here somewhere.
- Just a second while I look at my notes/ find the right page in my notes.
- What was I going to say next? Oh yes,...

Pausing for thought without silence when answering questions

- How can I best explain? I suppose...
- That's a difficult/ an interesting question.
- Let me think.
- Let me see.
- Erm.
- Well.

Other phrases for pausing for thought without silence

- Where was I? Oh yes.
- What is the next point? Oh, yes...
- What's the word?

Clearly marking when you are moving from one sub-topic to the next

- Moving on to...
- The next thing I want to speak about is,...
- I think I've covered that point, so now I want to speak about...

Which stages and phrases do you think are most realistic for your presentations?