

Language Checklist

1. Greeting

Good morning/ afternoon ladies and gentlemen.

2. Subject

I plan to say a few words about...

I'm going to talk about...

The theme of my presentation is...

I'd like to give an overview of...

3. Structure

I've divided my talk into (three) parts.

My talk will be in (three) parts.

I'm going to divide.

First...

Second...

Third...

In the first part...

Then in the second part...

Finally...

4. Policy on questions/ discussion

-Please interrupt if you have any questions.

-After my talk there'll be time for discussion and any question.

Quick Communication Check: Introducing your presentation. Make verb + noun phrases by matching the verbs below to the right words .

to talk about

question

to explain

an overview

to say

a few words

to give

the problem

to divide

something

to answer

to talk into x parts

Policy on questions and discussion

Make sentences from the words below:

1. like whenever interrupt you.
2. if questions have ask you please any.
3. question until save any the please end
4. you have I a for handout
5. points handout my the includes main the of talk.
6. few may notes take you want a
7. be will discussion there a later.