

Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

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(Bu çalışma Marija Krznaric tarafından yazılmış ELECTRICITY AND ELECTRONICS isimli kitaptan alınan özet bilgilerle hazırlanmıştır.)

Hafta 6

MAIN PARTS OF A PRESENTATION (PART 2)

MY FIRST SLIDE SHOWS ...

- Say something about the Contents:
 - I'll begin by showing you the main points of my presentation, these are....
 - I'd like to give you an overview of my presentation; first of all, I'll be talking about....
 - I'll show you how I have divided my presentation. The main points are....
- Continue with showing them your slides
 - my first slide shows ...
 - take a look at my first slide ...
 - as you can see here ...
 - let me just show you ...
 - to illustrate this ...
 - my next slide shows ...
 - to illustrate this, let's have a closer look at ...
 - I have a slide here that shows ...

- I'd like to stress/highlight/emphasize the following point(s)..
- let me point out that ...
- I think you'll be surprised to see that ...
- what I'd like to point out here is ...
- I'd like to focus your attention to ...
- I'll show you two bar charts which illustrate/show...
- the left bar chart explains...
- when test results are introduced in the table, the basic flowchart below will illustrate ...
- Add useful visuals, such as
 - pie chart
 - technical drawing
 - line graph
 - organizational chart/organogram

SOME OTHER RULES

- Take mentioned hints into account:
 - never write complete sentences,
 - write bullet points,
 - use different colours,
 - font size at least 24,
 - speak to the audience, don't read to them,
 - keep eye contact,
 - don't use too many sound effects and animation.