

# Language Skills Checklist , How to give a seminar[1-8]

## References:

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«Greeting

Good morning / afternoon ladies and gentlemen...

Ladies and gentlemen...

Hello everyone...

My name is....

... and I'm responsible for ... here at ...»[2]

### «Length

My talk will take about ten minutes.

The presentation will take about two hours...

But there will be a twenty minute break in the middle. We'll stop for lunch at 12 o'clock.»[2]

### «Subject

I plan to say a few words about...

I'd like to say a few words about...

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

I'd like to explain to you today the main features of ...

I'm going to describe the operation of...

I'm going to talk about...

The subject of my talk is...

The theme of my presentation is...

I'd like to give you an overview of...»[2]

### «Policy on questions/discussion

Please interrupt if you have any questions.

Please feel free to interrupt if you have any questions.

After my talk there will be time for discussion and any questions.

If you have any questions, I'll be glad to try to answer them.

I'd like to take your questions at the end of my talk.»[2]

## «Structure

I've divided my talk into three parts.

I'm going to divide ...

I'll be dealing with ...

My talk will be in three parts...

The subject can be looked at under five main headings.

During my talk, I'll be looking at five main areas.»[2]

«First, ...

Second, ...

Third, ...

Firstly, ...

Secondly, ...

Thirdly, ...

In the first part, ...

Then in the second part, ..

Finally, ...»[2]

## «Signaling and Linking the Parts»[2]

### «Listing

There are two kinds of ...The first is ...The second is ...

We can see three advantages, and one disadvantage. First, let's deal with advantages.»[2]

«Sequencing ideas

Firstly / Secondly / Thirdly / Next / Then / Finally

The first / second / third / final point is ...»[2]

«Referring to a certain point

In relation to ...

Regarding ...

Concerning ...

With respect to ...»[2]

«Adding ideas

In addition to this .../Moreover

However ... / Despite this

So ... / Therefore ...»[2]

«Ending a section

I think that covers everything on ...

I think that deals with ...

That's all I wanted to say about»[2]

«Focusing

I'd like to emphasize ...

I'd like to stress ...

I should repeat ...

It's critical / essential to understand ...»[2]

«Opening a new section  
Let's now look at ...  
Let's move to the ...  
Now we come to ...  
Now I want to describe...  
This brings me to the third and the final  
point ...»[2]

«Analyzing  
Let's look at this more closely  
What does this mean exactly?  
In other words ...»[2]

## «Referring to visuals»[2]

«Introducing the visual  
OK. Let's take a look at ...  
The first / second / final slide is ...  
Now when you look at this slide, you will  
notice ...»[2]

«Check with the audience  
Can everybody see that?  
Is that in focus?  
Is that clear?»[2]

«Meaning of the visual

This graph shows / represents / reveals / demonstrates / illustrates ...

Here you see a comparison between ... / the distribution of ...

As you can see, this chart shows ...»[2]

«Focusing attention

I'd like to draw your attention to ...

At first glance it seems ... but ...»[2]

Delivering the presentation

Using Body Language Effectively

Preparing Good Visuals and Using Them Effectively

Using Your Voice, Pace and Pauses Effectively

A good presentation is achieved after two rehearsals at least.

Rewrite the sentences below with the correct word order to make the phrases.

What mean this does exactly?



What does this mean exactly?

My will about take ten talk minutes.



My talk will take about ten minutes.

During at five my looking talk, I'll main be areas.



During my talk, I'll be looking at five main areas.

Complete the sentences with the words in the list. Use each word only once.

(information confusing makes overview avoid embarrassed blank trends include overlooked)

1. You should **avoid** memorizing your notes because you may forget part of what you have memorized and go **blank** during the presentation, which **makes** you feel **embarrassed** and panicked.
2. The abstract should then contain a brief **overview** of your experimental results. It should not contain a list of all of your observations. Instead, you should **include** only a brief paragraph of a few sentences discussing what you found.
3. Decide how much **information** should be on one graph. For example, do not make three separate graphs when you can draw three lines on one graph. This would allow **trends** to be noticed which would otherwise be **overlooked**. Conversely, do not put too much, or unrelated, data on a single graph. This can make the graph **confusing**.