Table of Contents

	ouking a spacker	di .
	Listoring students	
	iving instructions	
62	oking suggestions	
	iving feedback: encouragement and criticism	0
PREFACE	c environment, tectnitilization of the gailpeller of	Leini
	uras and presentations, to positiogicolimication	Daniel Con
Splerences and to coach intern	allonal students. tnemgiupe bna enutrunteant	
Part One PRESENTING AND LECTU	IRING	,
(Init I Footures of analysis	CALL ST. IN CO. AND ADDRESS OF THE PARTY OF	
Unit I Features of spoken langu		
 Spoken and written language Colloquial vocabulary 	collections of transcript/reliablesevenibriosperon	11
Unit II Structure		
1. Outlining	t chopiers, organized into three parts. Yaludoo	V 17
2. Signposting	nommore	10
3. Highlighting and clarifying	djectives and adverbs	25
Unit III Referring to visuals		00
. The language of graphics	second being quine aliquid and as account of determine	29
2. Using numerals		33
		1
Init IV Delivery		35
. Speaking to your audience		
2. Chunking and emphasis	III Improving pronunciation	36
Practice makes perfect	OUEACHES AND STUDENTS - SENTE BOOK	39
. Fractice makes perfect	onleyd, the greatest challenge is passed by glewey	40
art Two INTERACTING WITH COLLE	EAGUES AND STUDENTS	41
actures or tutoriols. In such situati	ons, it is again highly unafel to have a wide rang	
nandling the question-and	d-answer session	43
Responding to superiors	d logistical expects, such as inleiging to equipme	
. Responding to questions and ol	pjections	49

6 P Table of Contents

Unit II . Chairing a conference session

Guidelines for chairing

Unit II Chairing a conference session	2.1.153
Guidelines for chairing	53 53 53 53
Introducing a plenary speaker	55
Thanking a speaker	59
o. Manking a speaker	37
Unit III Tutoring students	61
1. Giving instructions	61
2. Making suggestions	62
3. Giving feedback: encouragement and criticism	65
Unit IV Dealing with practicalities	30A169
Classroom language	69
Infrastructure and equipment	71
2. Illiasiociore and equipment	/1
	Part One PRESENDING AND LECTURENCE
Part Three IMPROVING SPOKEN LANGUAGE	75 Unit 1 Features of spoken language
Unit I Expanding vocabulary	Spoken and written language Colloquial vocabulary
Unit II Avoiding common errors	88 H Structure
1. Vocabulary	gainiluO 83
2. Grammar	gnittoqngi2 85
Adjectives and adverbs	griving and clarifying
Articles	86
Conditionals	78 t III Referring to visuals
Countable and uncountable nouns	88 The longuage of graphics
Pronouns	98 Using numerals
Verb forms and tenses	91
Dutchisms	29 IV Delivery
Unit III Improving pronunciation	93 Specified and amplicate
1. Word stress	
2. Consonants	93 Guidelines for visuals
2 V 1	98 Practice makes perfect
3. Vowels	
	201 Two INTERACTING WITH COLLEAN
The second secon	The state of the s

Unit I to Honoling the question and conswer, session, we as a consequent of the session of the s

2. Responding to quietions and objections stated

1. Asking questions