Contents

| Introduction | page 5 | |
|----------------------------------|---|--|
| 1 Getting Started page 7 | Dialogues 1 Welcoming a speaker Welcoming visitors and introducing the speaker Saying who you are Explaining the reasons for listening Starting with a personal story Starting with an interesting fact | Dialogues 2 Giving background Explaining the plan for the session Outlining a presentation Questions while you talk Questions at the end Handouts at the end Handouts now |
| 2 Moving on page 15 | Dialogues 1 Using questions to organise Organising points The general to the specific Presenting options Giving your opinion Referring back Changing topic | Dialogues 2 Reporting bad news Reporting positive information Explaining the meaning of abbreviations Explaining the meaning of specific words/terms Giving examples Repeating your point using different words Expressing possible/likely outcomes Concluding and moving on |
| 3 Numbers page 23 | Dialogues 1 Percentages Fractions Large and small numbers Decimal points Positive and negative numbers Approximate numbers | Dialogues 2 An increase A decrease Staying the same High and low points Predicting Describing changes |
| 4 Visual Aids page 31 | Dialogues 1 Using slides Changing slides Looking at detail Commenting on the content of a visual Moving between different visual aids Problems | Dialogues 2 Explaining a graph Using a pie chart Explaining a diagram Describing a flow chart Describing a table |
| 5 Problems and questions page 39 | Dialogues 1 Losing your place in your notes You don't know the English word A deleted or wrong slide Time has run out You have forgotten to say something Making a mistake You are unable to do something you had planned to do | Dialogues 2 Interruptions to your talk You don't understand a question A question that is not on the topic You don't know the answer to a question An aggressive or difficult question No questions |
| 6 Concluding page 47 | Dialogues 1 Making a final point Giving your professional opinion Summarising main points Summarising advantages and disadvantages Making a recommendation Stating sources and further reading | Dialogues 2 Telling people how to contact you A final summary Thanking people for listening An informal ending Ending on a positive note Ending with a final thought Ending with a quote |
| Glossary | page 55 | |
| | | |