

# Organizing what you want to say

THIS UNIT LOOKS AT:

- the importance of structuring your presentation
- useful phrases for outlining your talk, organizing your ideas and moving between different sections of your presentation

## Context



### 3.1 Listen to part of a presentation to a group of colleagues and decide if these statements are true or false.

- 1 The presentation is about renewing the lease on the offices.
- 2 The speaker plans to speak for about ten minutes.
- 3 There will be time for discussion after she has finished speaking.
- 4 The speaker is happy to answer questions at any time.

### 2 a Think of a presentation you heard recently.

Did the speaker ...

- tell the audience what (s)he was going to talk about, and for how long?
- say when (s)he would answer questions?
- introduce his/her points in a clear and logical way?

### b Think of a presentation you gave recently. Did you do these things?

**Tip** Divide your presentation into sections and introduce your points in a logical order.

## Presentation

Metley Logistics are planning a merger with another logistics company, Take2you.

### I Read this extract from a staff contract from Metley. How are the working conditions similar to / different from those at your company (or another company you know)?

#### Annual leave

All staff receive 20 days' annual leave, which can be taken at any time. Staff should ask their line manager to sign their leave form and then pass it on to the Human Resources Department.

#### Appraisals

All staff will be appraised by their line manager once a year. The line manager will write a summary of the discussion, which he/she and the staff member should both sign.

#### Training and development

All staff are encouraged to take professional courses. A range of training courses are available, from which – in discussion with their line manager – staff can choose to attend two per year.

2  3.2 Listen to part of a presentation by Metley's HR Director, Jürgen Ehlers, to company employees. How will the staff's working conditions change after Metley merges with Take2you?

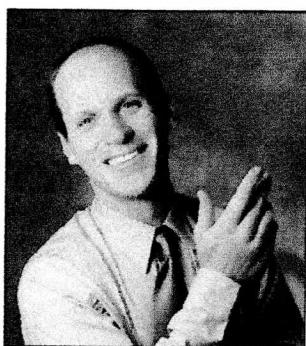
**Tip** Preparing cards can help you remember the structure of your presentation. Remember to number them in case you drop them!

1 of 5	5 mins
● Introduction	
● Annual leave	
● Appraisals	
● Training and development	

**Outlining your talk** 3 Say which function (A–C) each of the phrases (1–12) has.

- A Saying what you'll talk about and in what order
- B Saying how long you'll speak for
- C Saying when you'll answer questions

- 1 Please feel free to ask questions at any time.
- 2 I'll start/begin by/with ...
- 3 Firstly ...
- 4 After that ...
- 5 I'm going to speak for about ...
- 6 Finally ...
- 7 Secondly ...
- 8 I'm going to spend ...
- 9 Then ...
- 10 Please interrupt me at any point.
- 11 This/My presentation will last/take ...
- 12 I would be grateful if any questions could be left until the end.



4  3.3 Listen to the first part of Jürgen's presentation again and tick the phrases in Exercise 3 that you hear.

5 Put these words in a logical order.

- 1 to / going / I'm / spend / about / ten / employment / minutes / about / talking / conditions.
- 2 the / will / After / I / that, / discuss / equipment. / new
- 3 interrupt / Please / me / time. / at / any
- 4 start / by / I'll / outlining / the / problem.
- 5 grateful / if / be / I / would / any / questions / the / left / be / could / until / end.
- 6 explain / I'll / in / Finally, / how / fill / the / to / forms.

**Referring to other parts of your talk**

**6 Look at these phrases for referring to different parts of the presentation.**

**For each one, decide if the speaker is referring to:**

A an earlier part of the presentation  
B a part of the presentation that has not been reached yet

- 1 As I mentioned earlier, ...
- 2 I will speak about that ...
- 3 Let's go on to ...
- 4 I'll return to that ...
- 5 This leads me to my next point ...
- 6 I'd just like to look again at ...

**7  3.4 Listen to the second part of Jürgen's presentation again and add to the list of phrases for referring backwards and forwards in Exercise 6.**

**8 Match the sentence halves.**

1 I'd just like to look again at	a towards the end of my talk.
2 I will speak about that	b there will be a number of changes.
3 Moving on to	c what we said about appraisals.
4 As I have just said,	d staff training and development.

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**Practice**

**1 Choose the correct form of the verbs in italics.**

- 1 I'll start by *to focus* / *focusing* on the training we offer.
- 2 Please feel free *to ask* / *asking* questions at any stage.
- 3 *Moving* / *To move* on now to look at making a formal complaint, ...
- 4 Right, let's *go* / *going* on to the second problem.
- 5 I'd just like *to look* / *looking* again at the issue of sick leave.
- 6 I'm going *to speak* / *speaking* for about ten minutes.

**2 Write complete sentences using these prompts.**

- 1 talk / last / ten / minutes
- 2 please / interrupt / any / time
- 3 begin / by / discuss / proposals
- 4 return / that / issue / later
- 5 secondly / staff / entitled / 20 days' / leave

**Tip** The infinitive with *to* is used after some verbs (*I'm going to go*) and adjectives (*feel free to do*); gerunds (-ing forms) are used after prepositions (*I'll start by looking*) and after some verbs (*I'll keep working on it*).

3 a  3.5 Listen and tick the version of each sentence you hear.

1 a I am going to look at staff leave.	<input type="checkbox"/>
b I'm going to look at staff leave.	<input type="checkbox"/>
2 a I would just like to mention Henning's proposal.	<input type="checkbox"/>
b I'd just like to mention Henning's proposal.	<input type="checkbox"/>
3 a First, I will speak about staff development.	<input type="checkbox"/>
b First, I'll speak about staff development.	<input type="checkbox"/>
4 a I will return to that later.	<input type="checkbox"/>
b I'll return to that later.	<input type="checkbox"/>
5 a I would be grateful if any questions could be left until the end.	<input type="checkbox"/>
b I'd be grateful if any questions could be left until the end.	<input type="checkbox"/>

b Practise saying each of the phrases yourself.

4 a  3.6 You work in the HR department for the engineering company MTL. Your boss has asked you to update a group of HR staff from around the country on the company's future recruitment policy. Prepare an introduction to your presentation based on the following information. Then listen and compare.

**Future recruitment  
at MTL**

- Employ specialist consultants
- Target more ethnic minorities
- Use external agencies

Reference	Useful phrases	Vocabulary
	<b>Saying what you'll talk about</b>	<b>Working conditions</b>
	I'll start/begin (by/with) ...	annual leave
	Then / After that ...	to appraise/appraisal
	Firstly, ...	(to make) a complaint
	Secondly, ...	contract
	Finally, ...	to employ/employer/employee
	<b>Saying how long you'll speak for</b>	entitled (to)
	I'm going to speak (for about ten minutes).	to improve
	I'm going to spend (five or ten minutes on this).	leave form
	This/My presentation will last/take (15 minutes).	to merge/merger
	<b>Saying when you'll answer questions</b>	notice (four weeks' notice)
	Please feel free to ask questions (at any time).	to recruit/recruitment
	Please interrupt me (at any stage).	to renew (a lease)
	I would be grateful if any questions could be left until the end.	sick leave
	<b>Referring to other parts of your talk</b>	staff development
	<i>Backwards</i>	to target
	As I mentioned earlier, ...	
	I'd just like to look again at (the issue).	
	As I (have) just said, ...	
	<i>Forwards</i>	
	Moving on to ...	
	This brings/leads me to (my next point).	
	Let's go on to (the next item).	
	I'll return to that (later).	
	I will speak about that (in a moment).	

## Organizing your talk

### **Questions to consider**

- What are you going to speak about?
- How much time do you have for your presentation? for questions?
- What points must you cover? What could you leave out if you don't have enough time?
- In what order will you cover these points?
- When will you deal with questions?

## Main points

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### **Other points (if time)**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Useful phrases