

BASIC PRESENTATION STRUCTURE

1. Thinking about presentations

Are the following sentences about western-style presentations true (T) or false (F)?

	T	F
1. You should try to make eye contact with as many people as possible.	___	___
2. It's a good idea to use some pictures or visual aids in a presentation.	___	___
3. You should read your presentation (from a paper) to your audience.	___	___
4. You should bow at the end of your presentation.	___	___
5. You should practice the presentation several times before you give the presentation to the audience.	___	___

Here are four common types of presentation. Match the presentation type with its purpose.

persuasive	You want to tell your classmates about your home stay in America
demonstrative	You want your classmates to start recycling
informative	You want to show your classmates how to do something
ceremonial	You want to say thank you to your teacher and classmates on the last day of class

Your Space

2. An Outline

Before you write a presentation, you should start with an outline of your main points. Here is an example outline for a presentation about someone's hometown:

- Topic: My hometown**
- Point 1: Location
 - Point 2: History
 - Point 3: What it's like today
 - Point 4: Why I love my hometown

Look at the presentation topics below and decide what main points should be included for each.

Topic:	My home stay
Point 1:	_____
Point 2:	_____
Point 3:	_____
Point 4:	_____

Topic:	Reasons to visit Canada
Point 1:	_____
Point 2:	_____
Point 3:	_____
Point 4:	_____

Topic:	A wedding toast
Point 1:	_____
Point 2:	_____
Point 3:	_____
Point 4:	_____

Topic:	How to do something
Point 1:	_____
Point 2:	_____
Point 3:	_____
Point 4:	_____

Which of the above presentations is a persuasive presentation? Which is a demonstrative, informative and ceremonial presentation?

Think of your own topic and write an outline that interests you.

Topic:	_____
Point 1:	_____
Point 2:	_____
Point 3:	_____
Point 4:	_____

Your Space



3. Presentation Structure

A good presentation has seven parts (sometimes there are more). Put the parts in correct order, from first (1) to last (7):

Parts of a presentation	#
Conclusion	
Topic Introduction	
Body	
Thanks to the Audience	
Self Introduction	
Overview	
Summary	

Here are the first three parts of a short presentation. Put them in order.

	#
Next, I will explain a little about the history of Tatamagouche.	
There are four main points I'd like to discuss.	
Good afternoon, everyone. My name is Fraser and I have lived in Tokyo for about six years.	
First, I'll describe where my hometown is located in Canada.	
Finally, I'll tell you about why my hometown is so important to me.	
Today, I'm going to talk about my hometown, Tatamagouche.	
Then I'll discuss what Tatamagouche is like today.	

Your Space

5. The Overview

When we give our overview during a presentation, we use sequencers to tell the audience the order of the presentation, intention verbs to tell our plans and action verbs to say what we will do.

Are these expressions sequencers, intention verbs or action verbs? Please write them in the correct group:

**I'd like to first I will talk about finally discuss second then I'll
I'm going to next after that I'll be...(-ing) describe explain
tell you about go over**

Sequencer	"I" + Intention verb	Action verb
First	I will	talk about

Use the sequencers, intentions verbs and action verbs above to write an overview for a presentation with this outline:

- Topic:** **Walt Disney**
- Point 1: The man
- Point 2: Disney cartoons
- Point 3: Disney theme parks
- Point 4: Why I love Disney

Your Space

6.1 The Body

The body of your presentation is where you will have all of your important information.

For each main point you have, you can probably think of some sub-points. Look at the outline below:

Topic: **Walt Disney**

Point 1: The man

Point 2: Disney cartoons

Point 3: Disney theme parks

Point 4: Why I love Disney

Add the sub points to the outline

sub-points:

- He was born in 1901 in Chicago.
- DisneyLand was built in California in 1955.
- One of his most popular characters is Mickey Mouse.
- My first experience with Walt Disney was when I was 10 years old.
- DisneySea is the newest park of the family and is aimed for a more mature crowd.
- It's a place that makes it easy to forget the real world.
- New characters continue to be introduced today.
- He was a voice actor and artist as well as a producer.

Your Space



6.2 Using Transitions

When we move from the overview to the main body of our presentation, we can use this phrase:

Let's begin with...

This expression is called a *transition* because it helps us move smoothly from one part of the presentation to the next part. Here are some more useful transition phrases.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Now, I'd like to talk about... • That's all I'd like to say about... • In summary... • That brings me to my next point which is... • I'd like to start with... | <ul style="list-style-type: none"> • That pretty much covers everything I want to say about... • Let's have a look at... • Okay, let's move on to... • To recap everything I've said in this presentation... |
|--|--|

Please write the transition phrases under their purpose

a) transitions that signal the end of the overview and the beginning of the body:

Let's begin with...

b) transitions that signal the end of a main point:

c) transitions that signal the beginning of a new main point:

d) transitions that signal the end of the body and the beginning of the summary:

Your Space



Here is a presentation about someone’s hometown. It doesn’t sound “smooth” because it is missing transitions. Add transitions to make it sound better (you do not have to add a transition for every blank).

Good afternoon, everyone. My name is Fraser and I have lived in Tokyo for about six years. Today, I’m going to talk about my hometown, Tatamagouche. There are four main points I’d like to discuss. First, I’ll describe where my hometown is located in Canada. Next, I will explain a little about the history of Tatamagouche. Then I’ll discuss what Tatamagouche is like today. Finally, I’ll tell you about why my hometown is so important to me. There will be a question and answer session at the end of this presentation.

Let’s start with where Tatamagouche is located.

_____ My hometown, Tatamagouche, is a small village on the east coast of Canada. It’s located in Nova Scotia, and is very close to the famous story site “Green Gables”. The nearest big city to Tatamagouche is Halifax, which is a sister city to Hakodate in Hokkaido. However, Halifax is not so big compared to Japanese cities. It only has about 300,000 people!

_____ Tatamagouche is actually a native Indian name that means “where two rivers meet”. It was originally settled by the French, but the French were forced to leave by English settlers. Traditionally, it is known as a farming community, but fishing and forestry have also been important industries throughout the years.

_____ Life in Tatamagouche today is very typical of small town life. There is no McDonalds or other fast food shops. There are no convenience stores, and there is only one gas station. But believe it or not, this is not a problem for people who live there. In fact, many people who live in Tatamagouche don’t like big city life. Everyone knows their neighbors and there is a true sense of community and family among the people who live there.

_____. I always look forward to my trips back to Canada. Many of my childhood friends still live in Tatamagouche. They have children of their own, and I am “Uncle Fraser” when I go back home. Whenever I go home, I feel like nothing in the village has changed, and maybe that’s the biggest reason I love my hometown.

Your Space

7. The Summary

At the end of your presentation, it's very important to summarize your main points. This is because people forget things very quickly. If you repeat your main points, it is easier for people to remember them.

Here is a common formula for successful presentations:

- Overview → You tell the audience what you are going to say.
- Body → You say it.
- Summary → You tell the audience what you said.

Writing a summary for your presentation should be very easy. Basically, you just have to change your overview a little. Your overview used future tense; your summary will use past tense.

Overview			Summary		
First, Next, Then, After that, Finally,	I'd like to I'm going to I will	talk about... discuss... describe... go over... explain...	First, Next, Then, After that, Finally,	I	talked about... discussed... described... went over... explained...

Possible transitions from the body to summary

- In summary...
- To sum up what I've said in this presentation...
- So let's recap what I've said...

Read the overview below and write an appropriate summary:

There are four main points I'd like to discuss. First, I'll describe where my hometown is located in Canada. Next, I will explain a little about the history of Tatamagouche. Then I'll discuss what Tatamagouche is like today. Finally, I'll tell you about why my hometown is so important to me.

Your Space

8. The Conclusion

The end of a presentation usually has these elements:

- it finishes with a recap (summary) and final statement (conclusion)
- it uses a transition
- it finishes strong

Match these conclusions with the kind of final statement they are making:

- | | |
|--|-------------------------|
| 1. Doesn't Tatamagouche sound like a great place to grow up? | some advice |
| 2. If you ever get the chance, please visit my hometown Tatamagouche. | a prediction |
| 3. My hometown is a unique and interesting place, and is very special to me. | a call to action |
| 4. Tatamagouche hasn't really changed much since I was born, and I don't think it ever will. | a rhetorical question |
| 5. You should never forget your own hometown, and you should love it as much as I love mine. | repeat the core message |

Here are some useful transitions you can use when making your conclusion:

- In conclusion...
- I'd like to finish my presentation by saying...
- I will wrap up this presentation by saying...

Your Space