



**Speaking:** Beginning a talk

**12** Prepare the first one or two minutes of a presentation. Work in pairs and share ideas but prepare your own individual introductions.

**1** Why are you giving the talk and who is the audience? You can choose one of these situations or invent another.

- a Your old school/university has asked you to give a talk about your job to its students.
- b Your boss wants you to give a talk about your products/services/future plans to some visiting clients.
- c A social club has asked you to speak at their next meeting, perhaps about your hobby or a place you've visited.

**2** What will your talk be about?

- a Write the title of your talk:  
\_\_\_\_\_
- b In 12 words or less, write the key message:  
\_\_\_\_\_

c Write three topics you will cover:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

3 Decide how to start your talk. Do you want to ...

- a explain the structure of your talk?
- b tell a short story?
- c give a surprising statistic or fact?
- d ask a challenging question?
- e begin with a quotation?

4 Make notes on what you will say in your introduction.

**13** Work in small groups. Take turns to stand up and introduce your talks.

**Listening:** Starting presentations

**7** **2.18** Listen to a speaker beginning a presentation. Does he make a joke? What is he going to talk about?

**8** The speaker described the structure of his presentation. Do you think this is a good way to start? Why?/Why not? What other techniques do speakers use to start talks?

**9** **2.19** Listen to the beginnings of four more presentations. Which begin with these things?

- a a surprising fact or statistic
- b a challenging question
- c a short story
- d a quotation

**10** Work in pairs. What do you think the four presentations will be about?

**11** **2.20** Listen to the complete introductions and find out if you are right.