


Signposting

7  1:55 With a partner, find suitable words to complete the useful expressions for signposting presentations in the checklist. Then listen again and check your answers.

Useful expressions: Signposting

Referring to graphics

This graph _____ the ...
_____ you can see, ...

Digressing

Just to digress a moment ...
By the _____ ...

Restating/reformulating

In other _____, ...
What I mean is ...

Emphasizing

And _____, that's why ...
I must emphasize that ...

Checking understanding

Is that _____ so far?
Does that make sense?

Ending one point

I think that _____ ...
That's all I want to say about ...

Moving on

So, now let's turn to ...
Now, I'd like to _____ at ...
Anyway, ...

Glossary PAGE 152

acronym
digress
jargon
make or break
signposting

Presentation

8 You are committee members of your company's sports and social club. You have a budget of £450 to spend on one of the products below. Work in three groups, A, B and C, to prepare a short presentation of your product to persuade the committee to buy it. Use the presentation outline to help you, and prepare one or two slides to illustrate your talk.

Presentation outline

Technical facts and figures

Advantages (and disadvantages?)

Why the product is a better choice than the other two

Conclusion

9 Take turns to present your product. After each talk, give feedback on clarity and impact using the table on page 121. As a committee, decide which product to buy.

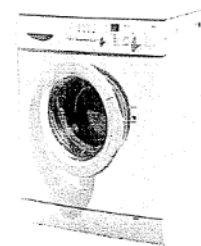
A Dishwasher

Water consumption	16 l/load
Energy rating	A
Energy consumption	1.1 kWh
Capacity	12 place settings
Noise rating	45 dB
Price	£334



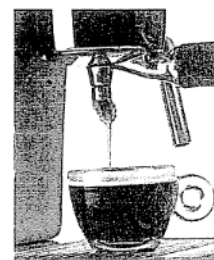
B Washing machine

Water consumption	55 l/load
Energy rating	B
Energy consumption	1.3 kWh
Capacity	6 kg
Noise rating	52 dB
Price	£295



C Espresso coffee machine

Water consumption	0.4 l/4 cups
Energy rating	A
Energy consumption	1.25 kWh
Capacity	4 cups/minute
Noise rating	n/a
Price	£423



eWorkbook

Now watch the video for this unit.

Internet research

Search for the keywords *presentation signposting* and see how many other expressions you can find. List your five favourites and share them with the class.