

Making an oral presentation

TIPS:

1. Try NOT to read your notes
2. LOOK at your audience
3. Use gap-fillers, don't stay SILENT
4. ARTICULATE well and PAUSE regularly
5. ACCENTUATE key words (It's really important – allonger les voyelles dans ce genre de mot afin d'insister dessus)
6. If you realise you have made a mistake, CORRECT yourself

Getting started :

- To begin with, I'd like to point out that ...
- First of all, I would like to say ...
- It cannot be denied that ...
- To start with ...
- What's more ...
- On top of that ...
- I'd like to add that ...
- In addition ...
- I'd also like to say ...
- I'd like to make another point ...
- Above all ...

Introducing your opinion:

- To my mind...
- As far as I am concerned, I think that ...
- I believe ...
- I can't help thinking that ...
- It seems to me that ...
- In my opinion ...

How to change to a new document:

- We can notice the same thing in the next document
- We can also observe this in the second document
- In the same way / Similarly, the next document presents ...
- In contrast / On the other hand the second document deals with ...
- The next document reinforces this idea through...
- A completely different approach is taken in the next document...

Gap fillers (to give yourself time to think):

- Well...
- I mean ...
- Well, how could I say that ...
- As a matter of a fact ...
- Um ...
- So ...
- It's obvious that ...
- What I'm trying to say is ...
- Anyway...
- Let me think ...
- Just a moment ...
- How shall I put it?
- Now, what's the word?
- Actually ...
- In fact ...

Other linking words:

- On the one hand ... on the other hand ...
- However / yet = cependant
- According to X ... = selon...
- In order (not) to = afin de (ne pas)
- Since = puisque
- Therefore / as a result = en conséquence
- That's why

How to give an example:

- For example ...
- Take ... for instance
- For instance ...
- That is to say ...

How to conclude:

- In conclusion ...
- All in all ...
- Lastly ...
- In short ...
- To sum up ...
- Finally ...

How to add something: