



- E X P L A I N -

PRACTICE: PREPARE YOUR TALK

Prepare your talk

Choose a topic you want to present at school or university. You can use a grid, like the one below, to help you organize your content, but there are other ways (graphic organizers, maps etc.). Use the one that suits you best.

INTRODUCTION	
<i>WELCOMING THE AUDIENCE</i>	
Introducing yourself	
Introducing the title, topic and sequence	
Explaining your aims	
<i>GETTING THE AUDIENCE'S ATTENTION WITH ...</i>	
- facts, events, statistics	
- rhetorical questions	
- personal experience or story	

DEVELOPMENT	
<i>EXPLAINING THE TOPIC</i>	
- describe the main idea, fact, event, process ...	
- indicate different points of view	
- compare advantages and/or disadvantages	
- analyse causes and effects	
- give evidence and acknowledge sources	

CONCLUSION	
Briefly summarizing the main points	
Giving your personal opinion	
Finishing with an effective final sentence	