



## **Formality in starting presentations games**

*Talk about a topic for as long as you can.*

*Change groups and present the same topic again, but this time pretend that you are presenting up in front of a large group of people, including people you don't know. Start your presentation with "Can I have your attention, please? Good morning/ afternoon/ evening ladies and gentlemen." and your partner should raise their hand if they want to interrupt or ask questions at the end.*

*What were the differences between your two presentations (language, body language, voice, starting, ending, dealing with questions, etc)? What other differences could there be between informal presentations to small groups of people and formal presentations to large groups of people?*

*Divide the phrases that you are given into those two categories.*

*Hint 1: There should be an equal number of each.*

*Hint 2: You should be able to make pairs of sections that mean the same thing, with one I and one F in each pair.*

*Look below the fold for functions to help you with the last task.*

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## **Getting people's attention/ Starting the introduction**

**Greeting**

**Showing awareness of the audience/ Connecting with the audience**

**Introducing yourself**

**Giving the topic**

**Explaining your aim**

**Explaining the structure of the presentation**

**Giving a hook**



*Maybe after checking your answers and using the blank space given, brainstorm other suitable phrases for each of those functions, e.g. ones of medium formality that are likely to be more suitable for your own presentations. (You may be able to make some just by deleting, adding or changing a few words of the formal and informal ones you have looked at).*

*Check with the full answer key and/ or put the medium level phrases that your teacher gives you into the correct categories.*

*Test each other in pairs:*

- *Read out a sentence and see if your partner can remember its level of formality. Do the same for other sentences (starting with ones in the same section) until they guess correctly.*
- *Give your partner a level of formality and function and see how many suitable sentences they can come up with. Give them help if they get stuck. Acceptable sentences that aren't on these worksheets are also fine.*
- *Read out a formal or informal sentence and see if your partner can come up with at least one way of saying the same thing with a medium level of formality.*

*Write an introduction to a presentation, imagining you are standing up in front of your actual future audience(s). If your teacher doesn't know what your audience will be, please explain that on your homework sheet. You can start working on your final presentation, or write an introduction to the thing you presented at the beginning of this lesson.*

*Brainstorm similar sentences for these functions for ending presentations, at the level of formality which is most suitable for your own presentation or at the level(s) your teacher tells you.*

**Asking for questions**

**Ending the main part of the presentation**

**Ending the questions**

**Giving sources of further information**

**Stating a conclusion**

**Thanking at the end**



**Suggested answers/ Cards to cut up – Formal and informal**

**Getting people's attention/ Starting the introduction**

Am I next?/ Is it my turn already??	(cough cough)
Me???	Hello!
Listen up!	Quiet please.
I'd like to get started, if I may.	Can I have everyone's attention, please?
If I may have your attention,...	
I'm afraid we really must get the presentations underway.	

**Greeting**

Hi guys.	How's it going?/ What's up?
Morning all!	Afternoon!
Good morning ladies and gentlemen.	Greetings to you all.

**Showing awareness of the audience/ Connecting with the audience**

I know you're thinking about lunch, so...	You all look so tired, so...
It's nice to see so many young people today.	It's nice to see so many familiar faces.
I can see some familiar faces today.	
I'm flattered that you would come here on such a nice sunny day.	

**Introducing yourself**

I think everyone already knows who I am./ You all know me, right?	I'm Alex.
Please allow me to introduce myself.	I'll begin with a brief personal introduction.



### Giving the topic

The only thing I could think of to talk about is... I'm not sure if this is a good topic, but...	I'm gonna chat about...
I've invited you here today to share ... with you. The official title of my presentation is... but...	I've been invited here today to...

### Explaining your aim

Why would I choose such a strange topic? Well,... Why on earth am I presenting this? Well,...	
The purpose of today's presentation is... My mission in presenting this to you is...	I aim to prove to you that...

### Explaining the structure of the presentation

I'll cover this, this and this. I'll get the boring stuff out of the way and then.../ Then at last I'll be able to get to...	After all that, I'll...
I'll commence my presentation by... Initially,...	In the penultimate part,... My presentation will be concluded with...

### Giving a hook

Hands up if you own less than five pairs of pants. What the hell is this picture supposed to be, right? Just wait and see!	It's a bit of a dirty joke, but...
I hope you will not be too shocked to hear that... I'd like to start with a quotation, if I may.	

**Suggested answers/ Cards to cut up – Medium formality sentences**
**Getting people's attention/ Starting the introduction**

So/ Well/ Well then/ Okay/ Right	Shall we get started?
Let's make a start, shall we?	Sorry, can I?
To start my presentation, I'd like to...	

**Greeting**

Good morning/ afternoon/ evening (everyone).	Hello everyone.
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**Showing awareness of the audience/ Connecting with the audience**

Because you might not know much about this topic,... You are probably wondering why... I remember that some of you came to my presentation on...
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**Introducing yourself**

As most of you know,...	My name is Alex and...
I should probably start by introducing myself. I...	
I think most of you know me, but I'll introduce myself anyway.	
For those of you who don't know me already,...	

**Giving the topic**

In my presentation I'd like to talk to you about... I'm going to talk about...	
I've decided to speak about...	I've chosen to present...
The topic of my presentation is...	The subject of this presentation is...
What I'd like to explain in my presentation is...	What I'd like to present to you today is...
My presentation is about...	

**Explaining your aim**

By the end of my presentation, I want to show you that...
My goal is to change your mind about...

**Explaining the structure of the presentation**

I've divided my presentation into... parts.	My presentation is divided into...parts.
I'll start by...	I'll begin by...
First,.../ Firstly,.../ First of all,...	
Secondly,.../ In the second part of my presentation,.../ Second,...	
Then/ And then/ The next stage will be to.../ After that/ Next	
Last/ Last of all/ Lastly/ To finish up/ The last stage will be to.../ Finally/ I'll end with...	

**Giving a hook**

I think this is an important/ interesting topic because...	Have you ever wondered...?
Did you know that...?	Few people know that...
There's an interesting quote on this subject, which is that...	... once said that...
There is a famous joke on this topic which goes...	There's an amazing statistic that...
... said something funny about this...	