English for **Presentations**

EXPRESS SERIES

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15	Today's topic is	Body language Tips on presenting to an English-speaking audience	Signposting (phrases to organize your presentation) Talking about difficult issues Referring to other points Adding ideas
23	My next slide shows	Presentation tools Using approximate numbers Creating effective visuals Presenting visuals effectively	Introducing visuals Saying numbers The rule of six Emphasizing important points Making contrasts and describing results
32	As you can see from this graph	Types of visuals Describing graphs and charts Interpreting visuals Tips for describing trends	Talking about visuals Talking about trends (verb tenses, adjectives and adverbs)
42	To sum up	Concluding a presentation Strategies for a good conclusion	Summarizing the main points Making recommendations Phrases for effective conclusions Using your voice effectively (stressing words, making pauses)
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