

# Inhalt

PAGE	UNIT TITLE	TOPICS	USEFUL PHRASES
5	<b>1 Let's get started</b>	Welcoming your audience Introducing yourself and the topic Dealing with nervousness	Opening a presentation Structuring a presentation Organizational details (talking about timing, handouts, questions) Ways to get the audience's attention
15	<b>2 Today's topic is ...</b>	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	<b>3 My next slide shows ...</b>	Presentation tools Using approximate numbers Creating effective visuals Presenting visuals effectively	Introducing visuals Saying numbers The rule of six Making contrasts and describing results Emphasizing important points
32	<b>4 As you can see from this graph ...</b>	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	<b>5 To sum up ...</b>	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)
50	<b>6 Any questions?</b>	Handling the question and answer session Dealing with interruptions	Dealing with questions Asking polite questions Anticipating questions Reformulating questions

PAGE	APPENDIX
58	<b>Test yourself!</b>
60	<b>Answer key</b>
66	<b>Transcripts</b>
70	<b>A–Z word list</b>
73	<b>Presentation trainer</b>
78	<b>Useful phrases and vocabulary</b>