

# Tips for Effective Oral Presentations



Professional Development Workshop  
Part II: Using Signposts for Oral Presentations  
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# Workshop Objectives

- Discuss how to use signposts in oral presentations.
- Discuss reasons for using signposts for each part of the presentation delivered in English.
- Practice using signposts for your presentation delivery.

# Connecting the Workshops

1. Define the presentation purpose
2. Gather content and ideas
3. Structure the presentation
4. Plan how to present your information
  - direct your audience using signposts
5. Practice

# Basic Presentation Criteria

- ***Gain attention*** and project a welcome affect – *Smile!*
- **Establish credibility** open strong & confident
- **Structure** the presentation
- Project effective body-language
- **Use signposts to direct your audience**

# Why Signposts?

Signposts are a roadmap for your audience.

## ***3 KEY reasons for using signposts:***

1. Provides directions for your audience to follow your presentation.
2. Guides listeners by using expressions that show change of direction (signposts are transitional phrases).
3. Provides verbal punctuation (pauses, inflection) indicating when you have finished one point and are proceeding to the next, or making a comparison, showing a distinction, etc.

# Connect with your audience

Signposting will make your presentation easier to follow



## KEY STRUCTURE

- **Intro:** Say what you are going to talk about
- **Body:** Discuss your points
- **Conclusion:** Recap what you said

# Signpost Examples

## Opening the Presentation

- *Good morning/afternoon/evening (everyone, ladies and gentlemen, colleagues).*
- *I am honored to have the opportunity to share my training project with you today.*

# Signpost Examples

## Starting the Presentation

- *Good morning/afternoon/evening (everyone, ladies and gentlemen, colleagues).*
- *I am honored to have the opportunity to share my English language teacher training project with you today.*



# Signpost Examples

Explaining the structure of your presentation

- *I've divided my presentation (workshop) into two/three/four/several parts.*
- *First, I'll explain (XXX) and then I'll move onto talk about...(YYY)...after that I will discuss...*

# Practice 1: Presentation Intro

1. Select one introductory signpost from the envelope in your training packet marked “Introducing your Presentation” and **create one sentence for your presentation using the index card provided.**
2. Share your sentence with the person sitting to your right.

(10 minutes)

# Signpost Examples

## Emphasizing importance

- *What is very significant is...*
- *What is important to remember...*
- *I'd like to emphasize the fact that...*
- *I'd like to stress the importance of...*
- *I'd like to highlight...*
- *I'd like to underline...*
- *What I tried to bring out...*
- *What we need to focus on...*

# Signpost Examples

Referring to common knowledge

- *As you may know,*
- *As you can see,*
- *As you may be aware,*
- *I know many of you are familiar with...*
- *Many of you may be familiar with...*

# Signpost Examples

## Transitioning from section to section

- *So first let me start by... explaining the background*
- *So I'll start with...*
- *Well, moving onto...*
- *OK, so what's next...(or the next step is...)*
- *So finally, that brings us to my last point.*
- *So, what does this all mean?*

# Signpost Examples

When using visuals to support your presentation

- *Now let's look at...*
- *May I focus your attention on the table, chart, or figure?*
- *You'll notice that...*

# Practice 2: Presenting your Key Ideas

1. Select an introductory signpost from the envelope in your training packet marked “Presenting your Key Ideas” and **create one sentence for your presentation using the index card provided.**
2. Share your sentences with the person sitting to your left.

(10 minutes)

# Signpost Examples

Concluding and summarizing your presentation

- *What I tried to bring out...*
- *What we need to focus on x, y, z...*
- *So, where does this leave us? Well we need to:*
- *The main point is that:*
- *I have raised the following questions:*
- *OK, so in summary...*
- *I have discussed the following issues for English language teachers experience in my local context.*



# Signpost Examples

## Closing the presentation

- *Thank you very much for your attention.*
- *Thank you for listening.*
- *It's been a great pleasure to share with you today my English language teacher training project I developed with the help of the E-Teacher Scholarship Program.*

# Signpost Examples

## Eliciting and Answering Questions

- *I'll be happy to answer questions...*
- *If you have any questions, I'll be happy to answer them.*
- *Does anyone have any questions?*
- *OK, so question time! Anyone...?*
- *If anyone has any questions, I'll be happy to try to answer them now.*

# Practice 3: Concluding your Presentation

1. Select one introductory signpost from the envelope in your training packet marked “Concluding your Presentation” and **create one sentence for your presentation using the index card provided.**
2. Share your sentence with the person sitting to your right.

(10 minutes)

# Review

## **I Signposts when introducing your presentation**

- Say what you are going to talk about
- Explain the structure of your presentation

## **II Signposts during your presentation**

- transitioning from point to point, providing examples, showing contrasts, etc.

## **III Signposts for closing your presentation**

- Say what you said
- Ask for questions

# Workshop Activity

## I Introduction

Develop sentences using signposts to open your presentation

- Introduce what you are going to talk about
- Explain the structure of your presentation

## II Body of the presentation

Develop sentences using signposts to discuss main ideas during your presentation

- Discuss key ideas (examples, comparisons/contrasts, etc.,)

## III Conclusion

Develop sentences using signposts to conclude your presentation

- Say what you said – recap
- Ask for questions, ask for funding