

A long way to the White House

This list helps you to prepare a one-minute presentation. On the right-hand side you find some useful expressions to structure your speech.

Prepare the talk:

- Write your text (intro – middle – end) in the large section of the worksheet.
- Use the language support to structure your text.
- Underline key words.
- Write your key words onto the cue card in the small section of the worksheet.
- You have got 8-10 minutes to write your text.
- You have got 3-5 minutes to write down your key words.

Practise your talk

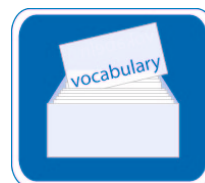
- Read a sentence of your text to yourself quietly first.
- Then look up and say it loud but quietly.
- Then do the same with the next sentence and so on.
- Finally, deliver your presentation using only your key words on the cue card.
- You have got 5 minutes to practise your talk.

Present your talk

- Then deliver the talk to the whole class using your cues only.
- You have got one minute.

How to present

- Tell your listeners what your topic is and how you will organize your talk.
- Speak freely and clearly, use your cue cards.



*Expressions:
How to structure
your talk*

Introduction

- My topic is .../The topic of my presentation is ...
- I'd like to talk to you about/
I'm going to talk about ...
- I am going to talk about the following points: ...

Main part:

- First I would like to .../I'd like to start with .../First of all, ...
- Let's begin with .../So let's start with ...
- The next point is ...
- Another important point is ...
- My final point refers to the idea ...

Ending:

- Let me finish by saying ...
- And this brings me to the end of my talk/presentation.
- Thank you (very much) for listening.

Text

Keywords

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Evaluate the presentation. Tick the field which you think fits best to the presentation. Use a different colour for each candidate. After the presentation give a feedback. What was good? What could be improved?

	😊	😐	😞
Content	You gave all the important information on the topic.	You gave some of the important information on the topic.	You did not give information on the topic at all.
Structure	You structured your talk in an excellent way./I really like the way you presented your information.	You structured your talk well./ I like the way you presented your information.	You structured your talk in a bad way./I do not like the way you presented your information.
	In your introduction, you briefly said what you were going to talk about.	In your introduction, you did not say what you were going to talk about.	You did not have an introduction at all.
	Your presentation had an interesting end.	Your presentation had an end.	Your presentation did not have an end at all.
	You used all the language support to structure your talk.	You used some of the language support to structure your talk.	You did not use the language support to structure your talk at all.
Presen- tation	You spoke clearly and not too fast./You spoke fluently.	You nearly spoke clearly and not too fast./You nearly spoke fluently.	You did not speak clearly and you spoke too fast./You did not speak fluently at all.
	You talked freely all the time.	You did not speak freely all the time.	You did not speak freely at all.
	You looked at your audience all the time./You kept/ established eye-contact all the time.	You did not look at your audience all the time./You did not keep/establish eye-contact all the time.	You did not look at your audience at all /You did not keep/establish eye-contact at all.
	You used all the language support to structure your talk.	You used some of the language support to structure your talk.	You did not use the language support to structure your talk at all.
	You looked at your audience all the time./You kept/ established eye-contact all the time.	You did not look at your audience all the time./You did not keep/establish eye-contact all the time.	You did not look at your audience at all /You did not keep/establish eye-contact at all.
	You did not look at your notes all the time.	You sometimes looked at your notes.	You looked at your notes all the time.
	You were relaxed/ self-confident all the time.	You were sometimes relaxed/ self-confident.	You were not relaxed/self-confident at all.
	Your presentation was within the given time limit.	Your presentation was nearly within the given time limit.	Your presentation was not within the given time limit at all.