



Giving a Talk

Here are some tips for giving a talk in English. There are structuring tips for organising your talk and some useful English expressions. You can use these to give a talk anywhere, both inside the university and out.

Structuring Tips

How you give a talk depends on who you are talking to. Are you talking to people who are already familiar with your field or even your topic? Or are you talking to people who have no idea about your topic?

No matter who your audience is it is always a good idea to have a clear title and a clear introduction – this is the framework for your whole talk. It puts your topic into context.

So make it clear from the very start whether you are:

- (e.g.) presenting one person's theory of something;
- presenting several people's theories and comparing them;
- presenting a summary of a novel with your own interpretation of it;
- giving a historical overview of a topic;
- giving some personally chosen examples of some phenomenon etc etc.

A useful rule of thumb is the following:

- 1) **Tell Them What You Are Going To Say**
- 2) **Tell Them**
- 3) **Tell Them what you said**

(This may look babyish and stupid to you, but if you structure your talk carefully and express the structure of it clearly, your audience will be able to follow you, even though you make lots of mistakes with the English. Guaranteed!)

Some useful expressions to help structure your talk

1) Tell Them What You Are Going To Say:

STATE THE CONTENT OF YOUR TALK:

I would like to talk about ...
I would like to say a few words about ...
My talk is concerned with ...
The subject of my talk is ...

STATE THE CONTENT MORE CLEARLY:

I would like to give an overview/summary/synopsis/ of ...
There are many interesting aspects of this topic, but here I would like to talk about ...only.
I would like to concentrate on ...
I would like to deal with x aspects, namely ...

STATE THE STRUCTURE OF YOUR TALK:

I shall talk firstly about .., then about .. and finally ..
I would like to deal first with ..., then.....

2) Tell Them:

but remember to
STRUCTURE YOUR TALK AS YOU GIVE IT:

Firstly then, (name the aspect again)...

Secondly/Now I would like to (always name the aspect again)
Now to turn to ...
Now as far as X is concerned ...

Finally (always name the aspect again)...

3) Tell Them what you said:

CONCLUSION OF YOUR TALK:

To sum up then, we have looked at and and
I have argued that ... and and

Other useful expressions

Are there any questions?/ I would be glad to answer any questions.

I would like to put a diagram on the board/on the overhead.

Can you all see it properly?

On the board/ on the overhead you can see a diagram of ... It shows ... On the left/ right there is At the top/ bottom there is

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