### "PREPARING A REPORT"

#### STARTING YOUR SPEECH

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Good morning (afternoon, evening), colleagues!
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(Гуд мОнин /Афтенун, Ивнин, кОлигз!)

My name is \_\_\_.

(Май нейм из \_\_\_\_.)

My report is titled \_\_\_.

(Май рипОт из тайтлд \_\_\_\_.)



# INTRODUCING THE PURPOSE OF THE PAPER

The subject of my presentation is to tell about \_\_\_\_.

(Ве сабджект ов май презентейшн из ту тел эбаут\_\_\_.)

Му purpose (objective, aim) today is to tell about \_\_\_\_.

(Май пёпэз тудей из ту тел эбаут\_\_\_.) \_\_\_.)



## OUTLINING THE STRUCTURE OF THE REPORT

#### Introducing the contents of the paper

I've divided my presentation into \_\_ parts (sections).

(Айв див**а**йдид май презент**е**йшн интэ \_\_ патц /секшнз.)

They are \_\_\_\_. (Beŭ a \_\_\_\_.)



### OUTLINING THE STRUCTURE OF THE REPORT

#### When can the audience ask questions?

I would be glad to answer any questions at the end of my speech (presentation).

(Ай вуд би глэд ту **А**нсэ **Э**ни кв**Э**сченз эт ве энд ов май спич / презент**Є**йшн.)



#### STARTING THE MAIN BODY

- Let me begin with \_\_\_\_\_.
  - (Лет ми бигИн уив \_\_\_\_.)
- I'll start by\_\_\_\_.
  - (Айл стат бай \_\_\_\_.)
- Firstly, I'd like to look at \_\_\_\_\_.

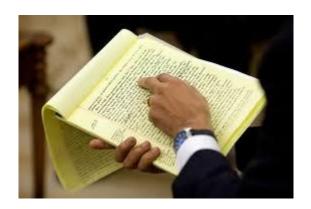
(Фёстли, айд лайк ту лук эт \_\_\_\_.)



#### STARTING THE MAIN BODY

#### **Example**

Now let me begin with the explanation why I'd like to talk about the development of the law system.



#### LOGICAL PROGRESSION

- □ Then \_\_\_\_. *(Вен \_\_\_\_.)*
- □ Secondly \_\_\_\_\_. (СЭкендли \_\_\_\_.)
- Next I want to say that \_\_\_\_. (Нэкст ай вонт ту сей вэт \_\_\_\_.)
- Finally (lastly, last of all) \_\_\_\_.
   (Файнэли /ластли, ласт ов ол \_\_\_\_.)



#### LOGICAL PROGRESSION

#### **Example**

I want to explain what crime is.

First of all crime is an act that is foolish or wrong. Secondly this is an illegal act in general. And finally this is the act for which someone can be punished by the government.

#### CHANGING TO ANOTHER TOPIC

- Now let us turn to \_\_\_\_. (Нау лет аз тён ту
   \_\_\_\_.)
- Moving on to \_\_\_\_\_. (МУвин он ту \_\_\_\_.)

#### **Example**

There are six different types of crime. They are victimless and professional crimes, organized and white-collar crimes, technology based and transnational crimes.

Let us turn to the victimless crimes.



#### USING VISUAL AIDS

I'd like to draw your attention to the next slide.

(Айд лайк ту дро йо эттеншн ту ве нэкст слайд.)

- Let's look at \_\_\_\_\_.(Лец лук эт \_\_\_\_.)
- Let me show you \_\_\_\_.(Лет ми шоу ю \_\_\_.)
- □ If you look at this graph, you'll see \_\_\_\_. (Иф ю лук эт вис грэф, юл си \_\_\_\_.)



#### USING VISUAL AIDS

This table shows the difference between \_\_\_\_.
(Вис тейбл шоуз ве дИфференс битуИн\_\_\_\_.)
This diagram (chart) compares the rates of \_\_\_\_.
(Вис дайэгрэм / чат кэмпЭаз ве рейц ов )



#### CONCLUSION

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I'd like to sum up now.
  (Айд лайк ту сам ап нау.)
The information given to you touches upon the
 problems of ____.
  (Ве инфомейшн гивн ту ю тачиз апон ве
 прОблемз ов ____.)
The facts (data) can be useful for preparing to
  (Ве фэкц / дейтэ кэн би Юзфул фо
 припЭарин ту ___.)
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#### THANKING THE AUDIENCE

Thank you for your attention.

(Фэнк ю фо йо эттеншн.)

Thank you for listening.
 (Фэнк ю фо йо лиснин.)





#### INVITING QUESTIONS

If there are any questions, I'll do my best to answer them.

(Иф вЭа ра Эни квЭсченз, айл ду май бэст ту Ансэ вем.)

