

“PREPARING A REPORT”



STARTING YOUR SPEECH

**Good morning (*afternoon, evening*),
colleagues!**

(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 _____.

(Be сабдъект ов май презентейшн из ту тел эбаут____.)

My 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 дивайдид май презентейшн интэ __
патц /секшнз.)*

They are _____.
(Вей а _____.)



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 ансэ Эни квЭсченз эт ве энд ов май спич / презентЕйшн.)



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 _____. (*Нэкт 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 _____. (*Ная лем аз тён ту _____.*)
- Moving on to _____. (*Муви 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 эттешн ту ве нэкт 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 дИффференс битун_____.*)
- This diagram (chart) compares the rates of _____.
(*Вис дайэгрэм / чат кэмпЭаз ве рейц ов _____.*)



CONCLUSION

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 фэкт / дйтэ кэн би Юзфул фо припЭарин ту ____.)

THANKING THE AUDIENCE

- Thank you for your attention.
(ФЭНК ю фо йо эттЕншн.)
- Thank you for listening.
(ФЭНК ю фо йо лиснин.)



Thank you for your attention

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.)*

