

- How to write the script
- How to deliver the presentation
- How to make slides

## One idea per sentence

The scenario is a typical wireless network, in which there is a single base station in the middle and subscriber stations around it. We used a simulator in order to understand how the power-saving mechanism influences the performance of the users in addition to calculating what effect it has on the environment. It is also worth noting that, testing can be classified in different ways on the basis of the part of the network being tested and how testing is performed.

## one idea per sentence

The **scenario** is a typical wireless network. **There is** a single base station in the middle and subscriber stations around it. **We** used a simulator to help us understand two factors. **First**, how the power-saving mechanism influences how users perform. **Second**, the effect that power saving has on the environment. **Another** important aspect. [pause] **Testing**. [pause] **Testing** can be classified in different ways depending on which part of the network you are **testing** and on how you are doing the **testing**.

# Simplify sentences

- In 2010, Kay proved that most people speak at a speed of *one hundred and twenty to two hundred words* per minute, but that the mind can absorb information at six hundred words per minute.
- 1) In 2010, Kay proved that most people speak at a speed of *nearly two hundred* words per minute. However, the mind can absorb information at six hundred words per minute.
- 2) In 2010, Kay proved that most people speak at a speed of *around two hundred* words per minute. However, the mind can absorb information at six hundred words per minute.  
*That is four hundred words more than the speed of speech.*

- By this term I mean ...
- This term is defined as ...
- The definition of this term is  
...

# Explain or paraphrase unfamiliar words

- These creatures are *tiny*, they are very small
- a *mung bean* is a member of the pea family and is grown for manure and forage

# mung bean



## avoid too many details

- This is an extremely simplified view of the situation, but it is enough to illustrate that ...
- In reality this table should also include other factors, but for the sake of simplicity I have just chosen these two key points:
- Broadly speaking, this is ...
- Broadly speaking, we can say that...



## use verbs rather than nouns

- X is meaningful for an understanding of Y

X will help you to understand Y

- When you take into consideration ...

When you consider...

- This gives you the possibility to do X.

This means you can do X.

This enables you to do X.

This makes it possible to...

## Choose the right level of formality

- personal pronouns (I, we, you)
- active rather than passive forms (*I found* rather than *it was found*)
- verbs instead of nouns where possible
- short simple sentences rather than long complex ones

Be concise—only say things that add value

- Another thing we wanted to do was ...  
We also wanted to ...
- In this picture I will show you a sample ...  
Here is a sample ...
- Regarding the analysis of the samples, we analyzed them using ...

We analyzed the samples using ... *or*

Let's have a look at how we analyzed the samples.

- I'll speak about ...
- The title of my talk is ...
- This slide shows...

## Start (убеждения)

- say what you plan to do in your presentation
- tell the audience some general facts about where you come from
- give an interesting statistic
- get the audience to imagine situations
- ask the audience a question or get them to raise their hands
- say something personal about yourself (relate to the subject)
- mention something topical
- get the audience to do something

# outline

- Let me just outline what **I'll be discussing** today.
- First, **I'm going to tell** you something about the background to this work.
- Then **I'll take** a brief look at the related literature and the methods we used.
- Finally, and most importantly, **I'll show** you our key results.

# introduce the topic

- I'm going to talk about ...
- I'd like to talk about ...
- I'd like to tell you about ...
- I want to tell you about ...
- The subject of my talk is ...
- My topic today is ...

# introduce yourself

- I'd like to introduce myself, my name is...
- I am doing a PhD research at ...
- I am part of a team of 20 researchers ...
- My research is a part of a wider project involving ...



start

I'd like to introduce myself, my name is... I am a PhD (postgraduate) student **at/of/from** Lomonosov Moscow State University, Faculty of Geography. I do research work at the department of hydrology. I study hydrodynamic modelling ... I work in a small research group (team). We are trying to investigate .... (про МГУ/фак-т/кафедру)

## Mention something topical

My name is Horazio Perez and I work at the  
Center for Transportation Research in ...

In my presentation today I would like to tell  
you the results of an experimental study on  
prediction of bus arrival time using GPS data.

## Mention something topical - revised

I know that a lot of you, like me, have been getting to the conference each day by bus. I don't know about you, but I have had to wait about 10 to 15 minutes each time. And it's been great fun. In fact, not only have the buses been late, but as soon as one comes, then another two quickly follow. And that's made me even happier. Why? Because my research is investigating why this happens—why do buses come in threes? And if it happens here in Geneva, where Rolex have their headquarters, then clearly no one else has solved the problem yet, and I am going to get in there first. My name is Horazio Perez and ...

1 : 50,000

1 : 2,000

# ***OUTLINE***

- Introduction
- Methodology
- Results
- Conclusions

# outline of presentation

- This slide shows the outline of my talk.
- I'd like to tell you 3 things. First I am going to tell you.... Second I am going to speak about (I will give you details on...). Third, I will show you ...
- First – Then – Next – after that – Finally
- I have 3 things to say.
- I'd like to start/begin by ...
- Then I will move on to ...
- After that I will deal with ...
- And I will conclude with ...

# outline of presentation

- First, I'd like to tell you about ...
- Then, I'll be showing you how we managed to investigate ...
- And finally, I'll show you our results that indicate ...

## Finishing a section

- That is all I have to say about ...
- We have looked at ...
- So much for...



## Starting a new section

- Now let's look at ...
- I'd like now to discuss ...
- The next point I would like to discuss ...
- Let's turn to ...
- Let's move on to the next issue/topic/area

## Giving examples

- For example/instance ...
- A good example of this is ...
- You can see an example of ... in this slide
- To illustrate this point I made a map/chart/table
- This graph/figure/map shows/demonstrates/ illustrates
- Here is an example

## Referring to slides

- In this slide/image/map/chart you can see ...
- This slide/chart/graph/picture/diagram shows...
- Here you can see ...
- Here/This is a diagram of ...
- In this next slide we have a diagram ...

# Emphasizing

- I'd like to underline/highlight/stress/emphasize that
- It is important to remember/ keep in mind
- I must emphasize that
- What I want to highlight is

## Summarizing and concluding

- To sum up let me formulate (I'd like to ...)
- To summarize let me ...
- I would like to sum up the main points ...

## to conclude

- In conclusion I would like to say ...
- In conclusion we can say ...
- I will conclude very briefly by saying that ...
- I'd like to finish by saying ...
- I'd like to conclude by saying ...
- Finally, I'd like to say ...

# Thanking the audience

- Thank you very much for your interest and support.

# Paraphrasing and clarifying

- In other words ...
- To put it another way ...
- To put it more simply ...
- So, what I am saying is ...