

Giving direction to your presentation: STRUCTURE

1. Below are some examples of structures you can use for presentations. Match them with their descriptions:

(Three are done for you!)

- a. State the topic; talk about it; recap it.
- b. *Wh-* Questions
- c. Mnemonics *
- d. P.R.E.P.
- e. Now > Future Dreams > How ?!
- f. S.T.A.R.R.
- g. Chronological
- h. 4Ps (position, problem, possibilities, proposal)

- c Use the letters of a relevant word as an acronym to give structure to your talk, and make it more memorable
- Use for listing the overview of an event, reporting on an activity, or giving a sequence of steps / instructions
- First make your **Point**. Then give your **Reason** for this. Add an **Example**, and finally restate the main issue of your talk.
- State the current situation, where the problem lies, what possible solutions there might be, and which you think would work best.
- a Introduce your topic to the audience. Say what you want to say. Finally remind them of the main point of your talk.
- b Use a series of (*wh-*) questions (3 – 4) on which to base the key points you want to make.
- Define the **Situation**; describe your **Task**; explain the **Action** you took; show your **Results**; offer **Recommendations** (for reporting on activities / recommendations following a task)
- Describe the current situation; go on to talk about an ideal scenario; finally, outline a proposed procedure for achieving your target situation.

2. What topics do you / your students give presentations on? Add an idea or two below:

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3. Now choose TWO of the presentation topics below. What structure(s) could / would be appropriate for each type?

(NB: Structures a., b. & c. can be used for any presentation; if you choose these, decide for b., which Wh-questions, or for c., what word / mnemonic* to use!)

- 1) Showing a group of visitors around Hamburg _g_,_i_ _
- 2) Introducing a plenary speaker at a local conference _____
- 3) Reporting back on the conference to colleagues next week _____
- 4) Showing s.o. how to use their phone to work their ppt slides _____
- 5) Asking your boss for €€ to attend IATEFL UK in 2024 _____
- 6) Trying to persuade a friend to go & see a film with you _____
- 7) [*your idea:*] _____
- 8) [*your idea:*] _____

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* **Mnemonic:** a word used as an acronym to aid memory, e.g. S.M.A.R.T. objectives are **S**pecific, **M**easurable, **A**greed, **R**ealistic and **T**ime-bound.

