

Presentations – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Welcoming and thanking the audience, Referring to the audience	Opening remarks
KP 2	Introducing yourself, Introducing speakers, Describing responsibilities, Audiovisual aids vocabulary	Opening introductions
KP 3	Describing the objectives of a talk, Describing the order of items, Explaining provisions for questions	Giving an overview
Unit 2 KP 4	Opening and closing subjects, Signaling points to be covered later	Making a presentation flow
KP 5	Referring back to previous points, Returning to subjects, Digressing	Reinforcing and digressing
KP 6	Summing up, Signaling the end of a talk, Signaling concluding remarks	Concluding remarks
Unit 3 KP 7	Comparing and contrasting, Expanding arguments	Comparing and contrasting
KP 8	Highlighting and emphasizing important points, Rephrasing, Reformulating and simplifying important points	Highlighting and reformulating
KP 9	Adding emphasis, Reiterating	Intensifying
Unit 4 KP 10	Describing trends, Describing degrees of change	Describing trends
KP 11	Chart vocabulary, Referring to charts, Drawing conclusions from charts	Using visual aids
KP 12	Explaining results, Describing causes, Describing consequences	Explaining results and consequences

Unit 5 KP 13	Inviting questions from the audience, Asking for clarification and repetition, Rephrasing questions, Checking comprehension, Checking that questions have been answered satisfactorily	Dealing with questions
KP 14	Asking the audience questions, Inviting the audience to participate and vote	Involving the audience
KP 15	Postponing questions, Sympathizing with audience members' points of view, Explaining time constraints	Managing interruptions and objections
Unit 6 KP 17	Comprehensive Review	Preparing for a presentation
KP 18		International presentations
KP 19		Getting the message across