

Basic Presentations – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Welcoming and thanking the audience, Introducing yourself, Introducing speakers	Greetings and introductions
KP 2	Describing the objectives of a talk, Referring to subjects, Describing responsibilities	Presenting a basic organization
KP 3	Drawing attention to interesting product features, Giving examples	Outlining products and services
Unit 2 KP 4	Describing the order of items, Indicating the duration of a talk, Explaining provisions for questions	Describing the order of items
KP 5	Opening and closing subjects, Referring back to previous points	Linking items
KP 6	Inviting questions from the audience, Checking that questions have been answered satisfactorily, Asking for clarification and repetition, Rephrasing questions, Checking comprehension	Questions and answers
Unit 3 KP 7	Basic chart and audiovisual aids vocabulary, Describing trends, Describing degrees of change	Referring to visual aids
KP 8	Highlighting and emphasizing important points, Rephrasing, reformulating and simplifying important points	Stressing important points
KP 9	Summing up, Signaling the end of a talk, Handing over to another speaker	Closing a presentation