## This booklet will help you keep track of your work and take notes of your ideas, thoughts and answers. Please use it alongside the online material.

## In this class you will learn how to use signposting language.

**Revision time – slides 2-7 (the information from these tasks is in last week’s booklet, there is no need to write it down again)**

**Slide 8: Find the missing words in this beginning of a presentation:**

Good afternoon and  you for making the effort to be here with us today. My name’s Tim Rafferty and I’m  for wind turbine maintenance.

What I’d like to do today is  our recent repowering project. This  talk will hopefully  a springboard for discussion. I’m going to look at the problem from three . , the utilities managers;  the financial issues; and , the wind park managers.

If you have any , just interrupt me as I go along. Your point of view may well be different, and we’d like to  you.

**What did you learn about the structure of a presentation?**

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**Your definition of signposting language:**

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**Slide 11: Watch the video and underline the signposting phrases you hear in the script below:**

Good afternoon, everyone. Allow me to begin by introducing myself. I'm Carl Wilson from the inventory management department.

I'm here to present my proposal for a new inventory control system (ICS) software for Vintage Book Exchange Ltd.

I've divided my presentation into three sections: The first section will cover the main reasons why a change in our ICS is essential.

The second section will discuss the proposed new ICS. The third section will show the advantages of the new ICS.

Let's go straight to the main reasons why we should change our current inventory control system.  We work in a fast-paced industry, and our inventory control system is outdated.

Take, for instance, the increasing number of errors in textbook inventory. We may run out of textbook stock without even knowing it.  As you can see from the screen, retail companies are now turning to more advanced ICS software such as Barcode Plus.

This brings us to my proposed inventory control system, Barcode Plus. This system is a web-based, multi-user software that will streamline our systems.

I'd like now to discuss the advantages of using Barcode Plus. The Barcode Plus centralizes inventory control for all our stores.  It allows us to check the position of our stocks online. We can check our billing details. We can also generate different analysis reports.

To elaborate further, a more advanced inventory control system will give us more controls that will help minimize the risk of errors.

So to recap, based on the facts I've presented, our current ICS is outdated and inefficient.

A more advanced inventory control system like Barcode Plus will enable the company to eliminate errors in inventory and gain proper systematic control of our items.

That concludes my presentation this afternoon. I am hoping for your support and approval. Thank you and good day.

**Slide 15: Watch the next video and answer the following questions:**

1. **What happens in a presentation without any signposting phrases?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **The speaker in the video mentions three different speech purposes. Which are they and what do you think is the one that plays a role in your final presentation?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Where does the term “signpost” come from and where can you find signpost in real life?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **What does the term “cohesive presentation” mean?**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..**

**Slide 17: Fill in the missing words.**

Repetition, transitional words or phrases, enumeration, reflect back and look forward and (rhetorical) questions are all types of verbal . They help the audience to see the connection between the different points in a presentation.

 methods to mark a transition are your tone of voice, the rate of speed, pausing and even your use of body language.

**Vocab section**

|  |  |
| --- | --- |
| **How do you signal your audience that you finish one section and move onto the next? How do you signal that you come back to something you mentioned before? How do you tell your audience that you want to recap? How do you give examples? How do you focus your audience’ attention to a certain point?**  **Choose some sentences from the slides 19-28 and group them into categories when you write them down underneath in your vocab notes.** | C:\Users\krausse\AppData\Local\Temp\Neue Datei 3_1.jpg |

**YOUR NOTES**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Technique or technology?**

**Slide 2:**

|  |  |
| --- | --- |
| **Technique=** | **Technology =** |
|  |  |

**Slide 3: Which one is which?**

Method, approach, way, manner and style are all synonym to the term …………………………….

It is often difficult to replace the term ……………………………………… by any kind of synonym.

**Slides 4-6: Fill in the missing words.**

1. If you want to become a good soccer player, refining your dribbling  is essential.

2.The  sector is often a very attractive investment destination.

3. Digital  simplifies tasks in all speres of life.

4. Ethical hacking, that helps track down criminals, includes surveillance  such as remote capturing of data.

5. Many ambitious amateur athletes study the winning  of professionals to improve their own performance.

6. With a degree in information  it is easy to find an attractive job.

7. New manufacturing  such as 3D printing are becoming increasingly popular.

8. Emerging  have always played a key role in societal change.

9. Many German small and medium-sized companies have proved to be  leaders.

10. Ultrasound is an imaging  that uses high-frequency sound waves to produce images of the patients' internal organs.

11. Effective management  deal with the question on how to manage people at all levels in order to increase productivity.