

## Key to Exercises Part 1

### Find the spelling\_Academic vocabulary

1. Acquire – qualitative – resources - approach
2. Design – emphasise – area - focus
3. Hypothesis – biased – image – subsequent
4. Capable – so-called – technique – chemical
5. Target – thesis – component – visual
6. Enhancing – issue – whereas – furthermore
7. Item – structure – exploit – exploit
8. Maximised – specify – objective – hierarchy
9. Research – available - layer - scheme

### Tips for effective communication in oral presentations by Melissa Marshall.

1. Tell us why your science is relevant to us.
2. Beware of jargon.
3. Make everything as simple as possible, but not simpler.
4. When presenting your work, drop the bullet points.
5. Use a single, readable sentence that the audience can key into if they get a bit lost, and then provide visuals which appeal to our other senses and create a deeper sense of understanding of what's being described.
6. Add passion.

### 3.1 Opening your oral presentation.

1. 1. Attention 2. Benefit 3. Credibility 4. Direction

Match the opening to the stages.

Attention: a, c   Benefit: d, f   Credibility: b, g   Direction: e, h

### 2. Openers

Give them: a problem, a surprising fact or statistic

Tell them: a joke, a story

Explode: a popular myth

Ask them: to talk to a neighbour, to raise their hand, a question

Show them: a photograph, a video, a news headline

Quote: somebody well-known

### 3. Missing words.

a. know      b. raise      c. turn      d. imagine      e. said  
f. misconception      g. joke      h. like

### 3.2 Closing techniques.

Dramatic summary: a, f, g, k      Famous wise words: b, i, l

Call for action: c, h, m      Heart-felt message: d, e, j

### 3.3 Structuring your oral presentation

#### 1. Signpost language.

I'm going to start off by outlining/giving/asking

I'll be coming

Let's move

To return to my

Ok, turning for a

Let's expand on

Going back to

To digress for

In closing, I'll just summarise/ask/leave

## **2. Refer back or point forward.**

Back: a, c, e, g, I      Forward: b, d, f, h, j

## **3. Link phrases and function**

a. thanks mostly to / effect-cause

b. especially /point-specification

c. so that / action-cause

d. has resulted in /cause-effect

e. whereas / point- contrast

f. and what's more / point-addition

g. may lead to / cause-effect

h. in order to / action-purpose

i. as a result of / effect-cause

j. in particular / point-specification

k. and yet / point-contrast

l. plus / point-addition

## **4. Label the expressions**

a. Popular myth

b. Truth

c. Data

d. comparison

e. Features

f. Benefits

g. Potential objections

h. Implications

i. Options

j. Issues

k. Pros and cons

l. Projections



## **What is rapport?**

### **A. Question tag**

1. is it?
2. Will we?
3. Can we?
4. Haven't we?
5. Didn't I?
6. Don't you?

### **C. Make the sentences more personal.**

1. Now, we know this is something that affects each and every one of us.
2. We would all agree that in the long term this is in our best interests.
3. We need to be asking ourselves: what are we trying to achieve?
4. So do we or don't we take up the challenge? The choice is ours.

### **D. Relate the phrase to the corresponding intelligence type.**

Visual: a, e, n, v, x

Auditory: b, j, p, r

Logical: c, d, l, t, u

Physical/spatial: f, h, i, o, y

Intrapersonal: g, k, q

Interpersonal: j, m

### **E. Matching the sound**

- |             |          |           |         |         |
|-------------|----------|-----------|---------|---------|
| 1. Promoted | 2. Major | 3. Simple | 4. Firm | 5. Team |
|-------------|----------|-----------|---------|---------|