

**ACCADEMIA DI BELLE ARTI CATANIA**  
**Biennio**  
**A.A. 2020-2021**  
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**Inglese per la Comunicazione Artistica**  
**(6 CFU)**

**FINAL ASSIGNMENT**  
**ORAL PRESENTATION**

**Guidelines**

**On the examination day, each student will present an oral summary of one selected article. The summary should tell all we need to know about the article, and guide us to evaluate its quality and importance.**

The presentation should concisely:

- Place the article in context
- Present the principal findings
- Discuss the methodology or limitations of the study, *if appropriate*

Oral summaries are part of the final oral examination, and should last five minutes. Students are allowed to use an OUTLINE (notes printed/written on paper) to help their presentation, but no visual digital aids.

**BASIC STRUCTURE**

- Saying what you are going to say (*Introduction*)
- Saying it (*the main part / the body of your text*)
- Saying what you said (*Conclusion*)

## ORAL PRESENTATION STRUCTURE

### 1. Introduction

- Presentation topic, purpose or objectives of the article, historical/cultural context, main ideas, Topic Sentence

### 2. Main Part / Body of the Text

- Background information about topic or assignment
- Specific details explanations or description of topics

### 3. Closing

- Closing statement or summary about your topic

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## 1. INTRODUCTION

- **Who,**
- **When,**
- **Where,**
- **Why,**
- **What**

(*significance* → why is this important; *issue* → what is this about, **influence, results, implications...**)

After you give your opening statement, you might give a brief overview of your presentation. Say what your presentation is about, how long you will take and how you are going to handle questions.

- *My presentation is in two/ three / four .... parts*
- *My presentation is divided into two/three/four main sections./*
- *Firstly, secondly, thirdly, finally...*
- *I'm going to... take a look at.../ talk about... / examine.../ tell you something about the background... / concentrate on...*
- *This talk is divided into four parts: firstly, ... etc.*
- *Let me begin with/... start with/*
- *Firstly, I'd like to look at... / Then, secondly, I'll be talking about .../Thirdly, ....*

- *My fourth point will be about ....*
- *Finally, I'll be looking at ....*

## 2. MAIN PART (BODY OF THE TEXT):

The language you can use in the body or at the middle of an oral presentation is systematic. Of course, you don't have to use or learn all these phrases or language items. All you can do is simply to check that you can use at least one phrase from any of the parts given below.

### Useful phrases:

#### Introduction

Phrases or expressions that you can use at the beginning of an oral presentation. Of course, you should not use all these items in one single presentation. Just make sure you are using at least one from each section.

#### Getting the audience's attention

- *Good/Right/Well.*
- *Shall/ Can I start?*

#### Expressing purpose

- *My purpose/objective/aim today is .....*
- *The subject of my presentation is ...*
- *The theme of my talk is ...*

#### Moving on

- *Let's now move on to/turn to ...*
- *I now want to go on to ...*
- *I'd like to move on to/turn to ...*
- *So far we have looked at .... Now I'd like to ...*

#### Giving examples

• *Now let's take an example / Let me give you an example/ • To illustrate this/ • Such as/ For instance*

## 3. CONCLUSION

**A. Summarise or review the main points** → (Expressing your own ideas? *optional*)

**B. Formulate a final statement that finishes your speech smoothly. C. Closing.** *Use a word or a sentence.*

**A. Summarising.** At the end of your presentation, you should summarise your talk and remind the audience of what you have told them:

☞ *That brings me to the end of my presentation....*

☞ *I've talked about...*

☞ *So, to sum up, ...*

☞ *To summarise, ...*

☞ *To recapitulate / recap, ...*

☒ *Let me now sum up (by saying) ....*

☒ *What I'm trying to say is .....*

### **B. Concluding**

- *Let me end by saying ....*
- *I'd like to finish by emphasizing ...*
- *In conclusion, I'd like to say ...*

### **C. Closing**

- *Thank you .... for your attention.... for your time*
- *Thank you for listening*
- *Thank you very much*

## **Notes/Outline**

Notes should contain the basic information you wish to present, but **MUSTN'T** contain full sentences to read out!

Do not learn it «by heart». If you write your text first, and then deliver it «by heart», even though you are not reading from a script, the effect will be inappropriate and your presentation won't seem natural.

You will not be allowed to read your presentation but you will be able to use your outline as a step-by-step guide which will help you to achieve fluency in the process of speaking.

**In your outline, you can write words, dates, names, and other short information under a section, but don't use verbs or complete sentences!**

### **→ TIPS:**

- If you dedicate sometime to rehearsing, preferably with another person, you'll see a big improvement in your performance.
- Think well about **TIMING**. Every time you rehearse, you need use a clock. It is advisable to prepare a presentation that is slightly shorter than your time limit.
- Do not make last-minute changes!
- Dealing with nerves: You might feel very nervous in the hours and minutes before your presentation.
- If you are bored with your topic, the audience will also be unhappy.

### **→ ASSESSMENT CRITERIA (score out of 6)**

#### **- Organisation and Timing:**

*(talk was well prepared; introduction, main body and conclusion sections were accurate and clear)*

#### **- Content:**

*(topic clearly stated, speaker was in control of the subject matter, personal understanding of the topic)*

#### **- Speech:**

*(grammar, vocabulary and pronunciation accuracy, fluency)*

#### **NB**

- **ORAL PRESENTATIONS MUST BE STRICTLY DELIVERED IN 5 MINUTES.**
- **USAGE OF NOTES WHICH DO NOT MEET THE REQUIREMENTS STATED ABOVE WON'T BE PERMITTED**