

Table of Contents

PREFACE	7
Part One PRESENTING AND LECTURING	9
Unit I Features of spoken language	11
1. Spoken and written language	11
2. Colloquial vocabulary	15
Unit II Structure	17
1. Introductions	17
2. Signposting	20
3. Concluding	24
Unit III Highlighting and clarifying	25
1. Highlighting	25
2. Clarifying	27
Unit IV Graphs and charts	29
1. The language of graphics	30
2. Using numerals	34
Unit IV Delivery	37
1. Speaking to your audience	37
2. Intonation	38
3. Eye contact	38
4. Pace	39
5. Guidelines for visuals	39
6. Practice makes perfect	40

Part Two	INTERACTING WITH YOUR AUDIENCE	41
Unit I	Handling the Q&A	43
1.	Asking questions	43
2.	Responding to questions and objections	48
Unit II	Chairing a conference session	53
1.	Guidelines for chairing	53
2.	Introducing a plenary speaker	56
3.	Thanking a speaker	60
Unit III	Tutoring students	63
1.	Giving instructions	63
2.	Making suggestions	64
3.	Giving feedback: encouragement and criticism	68
Unit IV	Dealing with practicalities	71
1.	Classroom language	71
2.	Infrastructure and equipment	73
Part Three	IMPROVING SPOKEN LANGUAGE	75
Unit I	Expanding vocabulary	77
Unit II	Brushing up your grammar	85
1.	Adjectives and adverbs	85
2.	Articles	86
3.	Conditionals	87
4.	Determiners with countable and uncountable nouns	89
5.	Pronouns	90
6.	Verb forms and tenses	91
7.	Miscellaneous	92
Unit III	Improving pronunciation	95
1.	Word stress	95
2.	Consonants	100
3.	Vowels	103
KEY TO THE EXERCISES		107