



Talking Time

Talking Time for your talk/monologue is about 3-4 minutes and roughly 10 minutes for your presentation. A good structure of your talk can help you to stay in time and pitch/variation/emphasis is a good method to keep the listeners interested.

Use rather **bullet points** instead of a written transcript (= full sentences). Everything you say **freely** is easier to understand for your audience and therefore more interesting. Use also **pitch/variation** in your voice to emphasize certain aspects and to lead the audience in the right direction. **Variation** is also important to not sound monotonous.

Basic:

Use rather **bullet points** instead of a written transcript (= full sentences). Everything you say **freely** is easier to understand for your audience and therefore more interesting. Use also **pitch/variation** in your voice to emphasize certain aspects and to lead the audience in the right direction.

Advanced:

Turn around your handout and only look at it if you really need to.

Feedback:

Talking Time	good length	+	o	-	too short/long
Fluency	fluent, confident	+	o	-	unclear, faltering voice
Pitch/Variation	moderate speed, interesting	+	o	-	monotonous, too silent, read off



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Giving examples

- Let me give you an example.
- If you look at the picture/chart/graph ... , you can see (that) ... As you can see from ...
- For instance, look at ...
- Take ..., for example Let me give you an example of what I mean by ...
- To illustrate this point ...

Relate to people

- He/she said/answered/replied...
- He/she was shocked, "...".
- He/she didn't want to help/had an idea, "...". She wants to know...
- She asks if...
- She says that...
- She goes on to say...
- She mentions that...
- She adds that...
- She hopes...

Referring to so / sb

- I'm referring to ...
- Considering the fact that ...
- In/With regard to ...
- As regards/Regarding ...
- With respect to ...
- If you look at ...

Quoting

- The following quote underlines/back's up my description of...
- We can see this in line XX: ...
- He says: ...
- An example of this is (in line XX): ...
- Later on ...when he says...
- ...as can be seen when ...