



MODULE 2- TASK 3-ACTIVITY 3D

WP 4 - Material Design
Universitat Politècnica de Catalunya

ERASMUS+ KA2 Strategic Partnership 2018-1-TR01-KA203-058252 Immersive Business and Engineering English in Virtual Reality: A tool for the Sustainable Mobility of the Skilled Workforce in the EU (I-BEE-VR)

SIGNPOSTING

Signposting language is words and phrases that structure, connect and extend discourse, guiding listeners. Good oral presentations will contain lots of signs and signals (signposting language) to help the audience follow what is being said and interpret the content (e.g. deciding what is important, expressing degree of certainty, etc.). Below you have some common signposting expressions:

Introducing the subject

- I'd like to start by...
- Let's begin by...
- First of all, I'll...
- Starting with...
- I'll begin by...

Finishing one subject...

- Well, I've told you about...
- That's all I have to say about...
- We've looked at...
- So much for...

...and starting another

- Now we'll move on to...
- Let me turn now to...
- Next...
- Turning to...
- I'd like now to discuss...
- Let's look now at...

Analysing a point and giving recommendations

- Where does that lead us?
- Let's consider this in more detail...
- What does this mean for ABC?
- Translated into real terms...

Giving an example

- For example,...
- A good example of this is...
- As an illustration,...
- To give you an example,...
- To illustrate this point...



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Highlighting or emphasising a point

- Importantly, ...
- Indeed, ...
- In fact, ...
- More importantly, ... Furthermore, ... Moreover, ...
- It is also important to highlight ...

Ordering

- Firstly...secondly...thirdly...lastly...
- First of all...then...next...after that...finally...
- To start with...later...to finish up...

Dealing with questions

- We'll be examining this point in more detail later on...
- I'd like to deal with this question later, if I may...
- I'll come back to this question later in my talk...
- Perhaps you'd like to raise this point at the end...
- I won't comment on this now..

Summarising and concluding

- In conclusion,...
- Right, let's sum up, shall we?
- I'd like now to recap...
- Let's summarise briefly what we've looked at...
- Finally, let me remind you of some of the issues we've covered...
- If I can just sum up the main points...

Here below you can learn more about signposting:

Talking business: signposting

<https://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/expert.shtml>

Signposting language for presentations

<https://academic-englishuk.com/wp-content/uploads/2017/04/Presentation-Phrases-AEUK.pdf>

Language for presentations

<https://www.eapfoundation.com/speaking/presentations/language/>

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SIGNPOSTING ROADMAP

Now, using your outline developed from [TASK 3-ACTIVITY 2C](#) and the arguments and counter-arguments from [TASK 3-ACTIVITY 3C](#), draw a roadmap of your presentation and put signposts on it. In this way, you will visualise the whole concept of signposting at different stages of a successful presentation.

Use the template below to outline your persuasive presentation (add/remove/modify sections as appropriate). You should use your final version of the outline.

OUTLINE	SIGNPOSTING EXPRESSIONS YOU CAN USE
Opening: Statement of problem/need	
Requirements (how need/problem can be addressed)	
Introduction to project/product	
Explanation/Description	
Target users/Function	
How it solves problem/need	
USP	
Arguments	
Counter-arguments	
Feasibility/marketability	
Summary	