

**Task - Oral Presentations**  
**Examples of Features**

**Task - Match the feature with its example**

<b>Feature</b>	<b>Example</b>
1 Gesture	A You say <i>'I'd be happy now to answer any questions you may have'</i>
2 Transition signals	B You say <i>'We can't just sit back and wait; we must take responsibility; we must....'</i>
3 Reviewing	C You ask the audience to raise their hands if they have visited the USA
4 Previewing	D You say <i>'I'll now invite my colleague to tell you about....'</i>
5 Call-to-action	E You say <i>'Now let's look at the second major area.....'</i>
6 Rapport	F You say <i>'Thank you, ladies and gentlemen. (smile, wait for applause?)'</i>
7 Handing over	G You say <i>'In this talk I will first examine the causes of the problem, then...'</i>
8 Use of realia	H You say <i>'My grandmother always used to hide her money under her bed'</i>
9 Audience involvement	I You say <i>'I've just outlined for you the main advantages of this plan.....'</i>
10 Personal anecdote	J You bring in three bags of sand to show the audience the difference '
11 Highlighting	K You say <i>'In other words, what this means is .....'</i>
12 Clarifying	L You say <i>'This item now is of <b>particular</b> interest, I'm sure you will all agree...'</i>
13 Personalisation	M You say <i>'I'd like now to leave you with a couple of thoughts....'</i>
14 Introducing the end	N You say <i>'Imagine that you are on the beach.....'</i>
15 Closing	O You say <i>'I really understand your views on this' - and you mean it!</i>
16 Inviting questions	P You point out the direction of the talk on a flow chart