"PREPARING A REPORT"

STARTING YOUR SPEECH

Good morning (*afternoon, evening*), colleagues!

(Гуд мОнин /Афтенун, Ивнин, кОлигз!)

My name is ___.

(Май нейм из ____.)

My report is titled ___.

(Май рипОт из тайтлд ____.)

INTRODUCING THE PURPOSE OF THE PAPER

The subject of my presentation is to tell about _____.

   *(Ве c**а**бджект ов май презент**е**йшн из ту тел эб**а**ут___.)*

My purpose (*objective, aim*) today is to tell about _____.

   (Май п**ё**пэз тудей из ту *тел эб**а**ут___.)*
___.)

OUTLINING THE STRUCTURE OF THE REPORT

Introducing the contents of the paper

I've divided my presentation into __ parts (sections).

*(Айв див**а**йдид май презент**е**йшн интэ __ патц /секшнз.)*

They are _____.
(Вей а ____.)

OUTLINING THE STRUCTURE OF THE REPORT

When can the audience ask questions?

I would be glad to answer any questions at the end of my speech (presentation).

(Ай вуд би глэд ту ансэ эни квэсченз эт

ве энд ов май спич / презентейшн.)

STARTING THE MAIN BODY

- Let me begin with _____.

    (Лет ми бигИн уив _____.)
- I'll start by_____.

    (Айл стат бай _____.)
- Firstly, I'd like to look at _____.
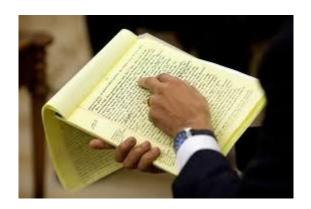
    (Фёстли, айд лайк ту лук эт ____.)

STARTING THE MAIN BODY

Example

Now let me begin with the explanation why I'd like to talk about the development of the law system.

LOGICAL PROGRESSION

- Then _____. *(Вен _____.)*

- Secondly _____. *(СЭкендли _____.)*

- Next I want to say that _____. *(Нэкст ай вонт ту сей вэт _____.)*

- Finally (lastly, last of all) _____.

   (Файнэли /ластли, ласт ов ол _____.)

LOGICAL PROGRESSION

Example

I want to explain what crime is.

First of all crime is an act that is foolish or wrong. Secondly this is an illegal act in general. And finally this is the act for which someone can be punished by the government.

CHANGING TO ANOTHER TOPIC

- Now let us turn to _____. *(Нау лет аз тён ту _____.)*
- Moving on to _____. *(Мувин он ту _____.)*

Example

There are six different types of crime. They are victimless and professional crimes, organized and white-collar crimes, technology based and transnational crimes.

Let us turn to the victimless crimes.

USING VISUAL AIDS

- I'd like to draw your attention to the next slide.

    (Айд лайк ту дро йо эттеншн ту ве нэкст слайд.)

- Let's look at _____.

    (Лец лук эт ____.)

- Let me show you _____.

    (Лет ми шоу ю ____.)

- If you look at this graph, you'll see _____.

    (Иф ю лук эт вис грэф, юл си _____.)

USING VISUAL AIDS

- This table shows the difference between ____.

    (Вис тейбл шоуз ве дифференс

битуИн____.)

- This diagram (chart) compares the rates of _____.

    (Вис дайэгрэм / чат кэмпэаз ве рейц ов _____.)

CONCLUSION

I'd like to sum up now.

(Айд лайк ту сам ап нау.)

The information given to you touches upon the problems of _____.

(Ве инфомéйшн гивн ту ю тачиз апон ве

прОблемз ов ____.)

The facts (data) can be useful for preparing to ____.

(Ве фэкц / дéйтэ кэн би Юзфул фо

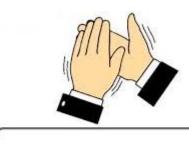*припЭарин ту ___.)*

THANKING THE AUDIENCE

- Thank you for your attention.

    (Фэнк ю фо йо эттеншн.)

- Thank you for listening.

    (Фэнк ю фо йо лиснин.)

Thank you for your attention

INVITING QUESTIONS

If there are any questions, I'll do my best to answer them.

(Иф вэа ра эни квэсченз, айл ду май бэст ту ансэ вем.)