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PAGE	UNIT TITLE	TOPICS	USEFUL PHRASES
5	<b>1</b> Let's get started	Welcoming your audience Introducing yourself and the topic Dealing with nervousness	Opening a presentation Structuring a presentation Organizational details (talking about timing, handouts, questions) Ways to get the audience's attention
15	<b>2</b> Today's topic is ...	Body language Tips on presenting to an English-speaking audience	Signposting (phrases to organize your presentation) Talking about difficult issues Referring to other points Adding ideas
23	<b>3</b> My next slide shows ...	Presentation tools Using approximate numbers Creating effective visuals Presenting visuals effectively	Introducing visuals Saying numbers The rule of six Making contrasts and describing results Emphasizing important points
32	<b>4</b> As you can see from this graph ...	Types of visuals Describing graphs and charts Interpreting visuals Tips for describing trends	Talking about visuals Talking about trends (verb tenses, adjectives and adverbs)
42	<b>5</b> To sum up ...	Concluding a presentation Strategies for a good conclusion	Summarizing the main points Making recommendations Phrases for effective conclusions Using your voice effectively (stressing words, making pauses)
50	<b>6</b> Any other questions?	Handling the question and answer session Dealing with interruptions	Dealing with questions Asking polite questions Anticipating questions Reformulating questions

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58	Test yourself!
60	Answer key
65	Transcripts
70	A-Z word list
73	Presentation trainer
78	Useful phrases and vocabulary