

## 4.2 – Video: Giving an overview

It's usually helpful for your listeners if you **tell them at the beginning of a presentation what you are planning to talk about**. Again, this has **two major benefits** – they will **understand you better** if they know what to expect; and you will **avoid that awkward silence** that typically follows the last sentence of a presentation that was only one and a half minutes long! The book describes a method that we call “**Tell them what you are going to tell them; tell them; then tell them what you told them**”. This is a very useful approach. It **doesn't** mean that **the very first thing** you should say should be the overview. There are better ways to **hook your audience**. They are described in chapter seven. But after a powerful beginning, **tell them what you intend to cover in your presentation**.

**Here's an example.** If I were to give the **presentation of the Matura task** at the end of the fourth chapter, I would probably include an overview near the beginning that would go something like this:

Thank you very much for inviting me to your meeting. Today, I'd like to talk to you about **improving the way we feed our students**. I have divided my presentation into **three parts**. At the beginning, I'd like to discuss the **importance of wholesome food in general**. We'll talk about why how we feed ourselves and our children makes such an enormous difference. After that, in the second part, I will focus on the **current situation**, and I will put particular emphasis on **widespread diet-related health issues**. And lastly, we will think about **how we can change the status quo**, how we can get to where we want to be. So, that's what I have planned for today. Let's get started.

Alright. That's the kind of overview I would give. And I'd like to point out one thing here. If you look at the task in the book, at the end of chapter four, you will notice that **I didn't use the exact words of the task instructions**. I **rephrased** the instructions in my own words. For example, the task said, “Outline the relevance of a healthy diet”; and I said, “I'd like to discuss the importance of wholesome food.” This kind of rephrasing, or paraphrasing, is **exactly what you should do, too**. There are a lot of exercises in the book to help you with it, in chapters four, six, and ten.

