

Using Transitions

Before you watch

A

Discuss one of the topics with a partner. How would you introduce the talk? How would you introduce each new topic within the talk?

- Three ways to heat your home
- Three ways to get to school or work
- Three ways to have fun on a day off
- Three ways to sell a product

Video

A

Watch the video. Match the sentence beginnings (1-4) to the endings (a-d).

1. Transitions...
 2. Introductory transitions...
 3. New topic transitions...
 4. Summary transitions...
- a. ...move the audience's attention from one point to the next.
 - b. ...are used at the end of a presentation to remind listeners what they heard.
 - c. ...are phrases that let audience know what a speaker will discuss next.
 - d. ...introduce what the speaker is going to talk about.

B

Complete the sentences with a word from the box.

connection follow open remind signposts

1. Transitions help listeners _____ your thoughts.
2. _____ your presentation with an introductory transition.
3. Explain the _____ between points with a new topic transition.
4. _____ listeners what you spoke about with a summary transition.
5. Transitions are _____ for your presentation that tell the audience about the topic, what you're going to say, and what you've said.

C

Read each transition and select its type: **Introductory transition (I)**, **New Topic transition (N)**, or **Summary transition (S)**.

1. 'I've told you about the causes of this disease. Now, I'll go over the treatments.' ____
2. 'My topic today is how to make a career in the fashion industry.' ____
3. 'In closing, I'd like to remind you of my three money-saving tips: shop online, compare prices, and be ready to negotiate.' ____
4. 'As I said in the beginning, there are good ways to save for retirement. Now it's up to you to choose wisely.' ____
5. 'Some people take several short vacations throughout the year. Let's compare them to people who take fewer, but longer, vacations.' ____
6. 'I'm going to focus my talk today on the university's graduate programs, research opportunities, and teaching assistantships.' ____

Digital skills focus

A

Complete the tips for using transitions in a speech for an online presentation. Choose the correct option.

introductory summary topic

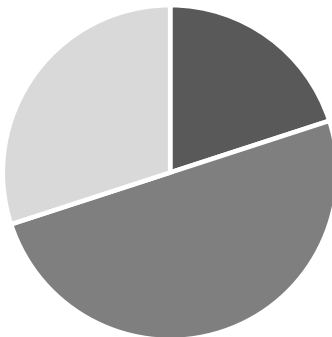
1. Create a(n) _____ slide for your speech with bullet points. Keep the text short. This will help your listeners follow the points in your talk.
2. Add an image to the slides to make each new _____ stand out.
3. Use a graph or image on the _____ slide to review what you have talked about in your presentation.

B

Match the slides to the captions.

introductory slide new topic slide summary slide

Save money by using all three!



■ car ■ bus ■ bicycle

Three ways to get to school

- Car
- Bus
- Bicycle

Convenient, but expensive

Worksheet

Language focus

A

Complete the speech with the sentences from the box. Write the letter (a-d).

- a. I've suggested that meals are an easy opportunity to relax and be present, and so is mindful walking.
- b. Here's one more idea for a mindful moment – gratitude.
- c. Today, I'm going to talk about three ways to be mindful in daily life.
- d. As we close, I hope you see how to capture a few mindful moments in the course of your day.
- e. Let's begin with mealtime.

1 _____ I know what you're thinking: I don't have time to sit and meditate. No problem. I encourage you to find moments of mindfulness as you go about your normal activities.
 2 _____ When you take the first bite of your lunch, take time to savor its flavor. Look at your actions. Are you flipping through your phone as you eat, or can you put your device down and focus on eating?
 3 _____ As you walk from your home to your car, school, or work, take a breath and say, 'I'm walking'. Feel your feet on the ground instead of thinking, 'When's my next meeting? Will I get everything done?'
 4 _____ At the end of the day, take a minute and reflect on something good from the day. Gratitude is an act of mindfulness. Find one thing to be thankful for each day.
 5 _____ Each moment helps you reduce stress as you go about your life.

B

Complete the sentence with the word from the box.

draw explain move open review

1. _____ a presentation
2. _____ to a close
3. _____ to a new point
4. _____ the connection
5. _____ our findings

C

Discuss in pairs or groups. Read the outline of a talk. Add Introductory, New Topic, and Summary transitions.

Ways to add exercise to your daily life

I. Add exercise to your daily life – why it's important

Introductory transition: _____

II. New topic transition: While doing errands _____

A. Park farther away from the stores and walk more

B. Take the stairs, not the elevator

III. New topic transition: While doing housework _____

A. Bend, lift, and stretch as you clean

B. Gardening is exercise too!

IV. New topic transition: While having fun _____

A. Take a walk

B. Put on music and dance around the house

II. Summary transition: Conclusion _____

Digital communicative task

A

Prepare a short informational talk.

- Use the topic in Language Focus A or select your own topic.
- Do some research on the topic, if needed, to determine the content you want to include.
- Write an outline for the talk or use the outline in Language Focus A.
- Write an introductory transition to introduce your topic.
- Write new topic transitions for each of your points.
- Write a summary transition at the end of the talk.
- Rehearse your talk with a classmate or small group.

B

Give your talk and ask your audience for feedback on how well you organized your speech. Record your talk and watch the video. Reflect on the progress you made from your rehearsal to your talk.