

A**DISCUSS**

- 1 *Suggested answers:*
 turning the key in the ignition = opening your presentation by sparking the audience's interest;
 describing your route on the map = giving the audience an overview of what you'll be talking about;
 making a turn = changing topic in your talk;
 moving into the fast lane = speeding up as you can see you're running out of time;
 stopping to take a closer look at something = expanding on a point or going into more detail;
 doing a U-turn = going back to an earlier point (perhaps to clarify);
 pointing out some of the sights = referring to figures or visuals;
 taking a short detour = digressing for a moment;
 arriving at your destination = concluding your presentation
- 2 When drivers fail to signal, they confuse and annoy other drivers and may even cause an accident. Presenters who fail to signal can be equally frustrating for an audience!

RECALL

- 1 When your audience consists of non-native speakers of English, clear signalling is even more essential.
- 2 Pausing before and after a signal gives the audience time to register a change of focus or direction in your presentation.

B**DISCUSS**

The answers in order are:

k, a, j, c, e, f,
 h, g, d, l, i, b

C**PRESENT**

See video script for model answers.

REFLECT

- 2 Ideally, your presentation should flow smoothly and logically, but if you have problems, signals can help you out of them!
 If you can see your audience looking confused, it might be time to signal that you're going to give them a short summary or an example of what you mean, that you're going to recap on your main points, or that you are going to expand on them a little. If you're going too fast, you can signal that you're slowing down to give your audience a bit more detail. If you're going too slowly, you can speed up by signalling that you'll just give them a brief outline of your next few points or you can simply skip less important points and signal that you're moving straight on to your main point. If you forget an important point, you can signal that you're going back to it now. If you can see your audience wants to hear about a particular point, you can signal that you'll be coming on to it later.

Signals not only help you navigate through your talk. They also act as a kind of remote control device that allows you to quickly 'switch channels' if you need to.