



Presenting ideas

Barbara is going to be giving a short talk to visitors at the community centre where she works. She decides to make a **plan** of what she's going to say. First she makes a **list of the main points** she wants to include.



Main points:

- all ages welcome
- range of activities
- community café
- opening hours
- room hire

Then she thinks about what she wants to say about each point, and how to **link** her ideas together. She also thinks about how to make sure her visitors feel welcome and are able to get the **information** they need. She does this by explaining what she is going to talk about and telling them when they'll be able to ask questions.

What she does	What she says
Explains what she is going to tell them about	Welcome to our community centre. I'm going to tell you about our members, the activities we offer, our café facilities, opening times and our venue hire. I'd be happy to answer any questions at the end.
Links to the next idea	First of all,
Expands on her main points	we have a variety of activities and events to suit all ages. There's a mother and toddlers group, an after school club, and a silver surfers club. We also have fitness activities like yoga, tae-kwon-do and five-a-side football, and we have a cinema club every Thursday.
Links to the next idea	We also
Expands on her main points	have a friendly café. The café serves hot and cold drinks and snacks and the prices are very reasonable.
Links to the next idea	As far as opening times go,
Expands on her main points	we're open from 10 in the morning until 10 at night, seven days a week.
Links to the next idea	And finally,
Expands on her main points	if you're looking for a venue for a private party or family event, we have two large function rooms available for hire. You'll need to book well in advance though because we have a lot of bookings.
Asks for questions	Would anyone like to ask any questions?

Watch some people giving short talks on TV programmes - for example, cookery or gardening programmes. Notice how they make **links** between their main points.