

Survival Tactics

Giving a presentation in a foreign language is a challenge. Concentrate too hard on the facts and you make language mistakes. Concentrate too hard on your English and you get your facts wrong.

If you have some problems during your presentation, don't panic. Pause. Sort out the problem and continue. Here are the eight most common problems that people face. Match what you think with what you say.

WHAT YOU THINK	WHAT YOU SAY
1. I've got my facts wrong!	a. So, let's recap on that.
2. Too fast! Go back.	b. So, basically, what I'm saying is this...
3. I've forgotten to say something!	c. Sorry, what I meant is this...
4. Too complicated! Make it simple.	d. Sorry, I should just mention one thing.
5. I'm talking nonsense.	e. So, just to give you the main points here...
6. How do you say that in English?	f. Sorry, let me rephrase that.
7. Wrong! Try again.	g. Sorry, what's the word/expression?
8. I'm running out of time!	h. Sorry, perhaps I didn't make that quite clear.