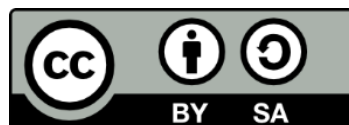


# ΑΓΓΛΙΚΑ IV

## Ενότητα 2: Composing the speech

Ιφιγένεια Μαχίλη

Τμήμα Διεθνών & Ευρωπαϊκών Σπουδών



Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Κοινωνικό Ταμείο



ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ  
ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ

Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης



ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΩΝΙΚΟ ΤΑΜΕΙΟ

# Άδειες Χρήσης

- Το παρόν εκπαιδευτικό υλικό υπόκειται σε άδειες χρήσης Creative Commons.
- Για εκπαιδευτικό υλικό, όπως εικόνες, που υπόκειται σε άλλου τύπου άδειας χρήσης, η άδεια χρήσης αναφέρεται ρητώς.



# Χρηματοδότηση

- Το παρόν εκπαιδευτικό υλικό έχει αναπτυχθεί στα πλαίσια του εκπαιδευτικού έργου του διδάσκοντα.
- Το έργο «Ανοικτά Ακαδημαϊκά Μαθήματα στο Πανεπιστήμιο Μακεδονίας» έχει χρηματοδοτήσει μόνο τη αναδιαμόρφωση του εκπαιδευτικού υλικού.
- Το έργο υλοποιείται στο πλαίσιο του Επιχειρησιακού Προγράμματος «Εκπαίδευση και Δια Βίου Μάθηση» και συγχρηματοδοτείται από την Ευρωπαϊκή Ένωση (Ευρωπαϊκό Κοινωνικό Ταμείο) και από εθνικούς πόρους.



Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Κοινωνικό Ταμείο



ΕΠΙΧΕΙΡΗΣΙΑΚΟ ΠΡΟΓΡΑΜΜΑ  
ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΔΙΑ ΒΙΟΥ ΜΑΘΗΣΗ  
*επένδυση στην κοινωνία της γνώσης*  
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ  
ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ

Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης



ΕΣΠΑ  
2007-2013  
πρόγραμμα για την ανάπτυξη  
ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΩΝΙΚΟ ΤΑΜΕΙΟ

**In this assignment you will first have to write a written text based on info collected from sources**

---

How does the written text of the oral presentation differ from other types of writing?

1. It will have to be simplified and adapted accordingly to be easily understandable to your classmates
2. It should be in oral style (not written style)

# Preparing for the written draft of the oral presentation

---

- A. Read the sources well & identify the main ideas & the parts you will use
  
- B. Write the draft by paraphrasing the languages of your sources: **simplify & use oral style (short & simple sentences, simple vocabulary)**
  
- C. **Clearly link** the main points

# Use of sources

---

If you use 1 source

Prepare a summary (identifying the main points)

If you use more sources

Either summarise them or use parts relevant to your topic

Sources: book chapter, article, film, report

# You should NOT ...

---

- Change the author's ideas or point of view
- Copy-paste
- Use the exact words of the original
- Use too many details

# Examples of written and oral style (1)

- The dark side of the economy has neither a commonly accepted definition, nor a commonly used name using instead a plethora of appellations like black; grey; hidden; shadow; informal; illegal; unreported; underground; ....

*From Katsios, S. (2006). The shadow economy and corruption in Greece. South-Eastern Europe Journal of Economics, 1, 61-80.*

- As you probably may already know, economy has a dark side. This dark side does not have a common definition or a common name. On the contrary, it has a lot of names. Have a look (on slide)./As you can see/ People refer to it as black, grey, hidden, shadow, informal, ....



# Examples of written and oral style (2)

- Furthermore, owing to the fact that one of the factors that create the environment that promotes corruption is social intimacy, an effective policy in reducing corruption is that of forced and periodic geographical mobility for civil servants, in order to remove them from the region where they have their closest social or family relations and to prevent the formation of new relations.

*From Katsios, S. (2006). The shadow economy and corruption in Greece. South-Eastern Europe Journal of Economics, 1, 61-80.*

- Now moving on to another way to reduce corruption. As you well know one factor that promotes corruption is social intimacy. (in other words, close social relations). To reduce corruption effectively we could make civil servants change the geographical location of their work from time to time. So, we believe that, in this way we place them far away from the area where the people they know or their close relatives live. In this way we can also prevent new relations from being formed.

# Examples of appropriate expressions & linkers

---

We would like to start by describing/explaining ...

Let's now move to the reasons why ...

Apart from ... (already discussed), another point is ...

To conclude, ...

Imagine that you ....

As you may well know, ...

Think of ..., for example, wouldn't you like to ..?

Let's not forget ... /Let's look at ...

I would now like to talk to you about ...

Thank you very much.

We all know that ... we are facing the same problems ..

Now let me/us move to the next point./Our next point is about...

We came here today to bring to your attention an issue that ..

Please bear with me/us while I go over some details ...

To give you an idea of ... I would like to mention .../ some examples.../let's look at ...

# Outline

---

- Working outlines sketches, notes for private use
- Full sentence outlines only in complete correct sentences
- Key word outlines only phrases

# Basic principles of outlining

---

- Use the correct conventions for indentation & enumeration
- Each level should contain only 1 idea
- Heading should not overlap
- No use of linking words
- Entries should be grammatically parallel
- No inclusion of intro & concl

# Outlining conventions

## I. FIRST MAIN IDEA

### A. First main subpoint

1. Support for this subpoint
  - a) first example
  - b) second example
2. Support for this subpoint

### B. Second main subpoint

1. Support for this subpoint
2. Support for this subpoint

## II. SECOND MAIN IDEA

### A. First main subpoint

### B. Second main subpoint

# What is the purpose of the introduction?



# Introduction: purpose

---

- To introduce yourself
- **To attract attention**
- To establish common ground
- To state relevance and purpose
- To give a preview

# Don't...

- Underestimate the importance of the introduction
- Start with a boring introduction
- Use humor if you don't have it
- Be too general
- Tell a very long story
- Be unclear in your main point/s



# Attracting attention in the introduction

---

1. Share common experiences
2. Arouse curiosity
3. Tell an anecdote
4. Use humor
5. Ask a question (rhetorical-real)
6. Start with a provocative statement
7. Use a memorable quotation
8. Start with the opposite point of view

# What is the purpose of the conclusion?

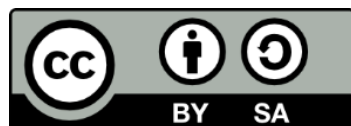


# Conclusion

---

- Summarize key points
- Refer to the future
- Address your audience directly
- Keep it brief

# Τέλος Ενότητας



Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Κοινωνικό Ταμείο



ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ  
ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ

Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης



ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΩΝΙΚΟ ΤΑΜΕΙΟ