

WORKSHEET**CODE:** EN/A/0106.001/WKS.L2-4

TIME NEEDED:	1 hour 30 min.
TITLE :	Preparing and Giving a Short Talk.
INTENDED LEARNING OUTCOMES (ILOs): After completing this worksheet you should be able to:	<ol style="list-style-type: none"> 1. Know how to organize a short talk 2. Prepare a short talk 3. Present a 4-6 minute short talk
LANGUAGE FOCUS:	Selecting and organizing information for an oral presentation.
KEYWORDS:	Short talk, Speaking, Oral presentation
INSTRUCTIONS:	<ol style="list-style-type: none"> 1. If you have never given a short talk before, you should complete the entire lesson. 2. If you feel confident that you know how to prepare and give a short talk, complete parts V-VII only. <p>There is an answer key at the back.</p>

WHAT'S NEXT?	Choose another speaking activity
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During your course of study at City University of Hong Kong you will most likely be required to give some kind of oral presentation. One of the most common forms of oral presentation is the short talk. A short talk is usually only about five to ten minutes long. The purpose of the talk may be to inform, provoke, persuade or explain depending on the nature of the topic to be discussed. Because the speaker has only a short time to accomplish his goal, the short talk has to be well thought out, prepared and organized.

The following exercises will teach you, step by step, how to organize and give a four to six minute talk. The exercises are divided into seven parts that should be completed in sequence. However, if you feel confident that you already know how to prepare a short talk, you may omit steps I – IV and begin the lesson at step V.

Part I : Choosing an Appropriate Topic

Part II : Writing the Introduction

Part III : Developing the Body

Part IV : Writing the Conclusion

Part V : Developing Your Short Talk Outline

Part VI : Identifying the Characteristics of a Good Presentation

Part VII : Giving a Short Talk

Part I : Choosing an Appropriate Topic for a Short Talk

Follow these steps when choosing a topic for a short talk

1. *Think of a topic you're interested in.*
2. *Narrow the topic.*
3. *Determine if your topic is relevant/appropriate to your audience.*
4. *Determine a focus/point of view for your topic.*

Step 1: Think of a topic you're interested in.

The first step in choosing a topic is quite easy. All you have to do is think of broad topics that interest you. Here are some examples of broad topics:

Politics	Hobbies
Films	People
Careers	Food
Music	Current Events
Leisure	Sports
Art	

Exercise 1: Can you think of others? List some broad topics you are interested in:

_____	_____
_____	_____

Step 2: Narrow the topic

Look at the broad topics listed in Step 1. These topics are too extensive for a short talk. You have to narrow the topic to one that can be presented in only four to six minutes.

Look at the examples of how the following broad topics have been narrowed:

BROAD TOPIC	NARROWED TOPIC
Politics	The United Democrats of Hong Kong Party
Films	Jackie Chan Films
Sports	Sports Injuries
Cars	Owning a Car in Hong Kong

Exercise 2: Look at the topics listed below. Put B next to it if it is a broad topic. Put N next to it if it is a narrow topic.

- | | |
|------------------------------------|-----------------------------|
| _____ 1. Computers | _____ 5. Working as a clerk |
| _____ 2. Using the on-line catalog | _____ 6. Buying diamonds |
| _____ 3. Language | _____ 7. Pets |
| _____ 4. Current events | _____ 8. Stamp collecting |

Exercise 3: Write a narrow topic for each of these broad topics:

Broad topic: Cars	Narrow topic: _____
Broad topic: People	Narrow topic: _____
Broad topic: Leisure	Narrow topic: _____

Step 3: Determine if your topic is relevant/appropriate to your audience.

Before you develop your topic further, you must think about your audience. Questions you might ask would include:

1. *Who is the audience?*

What are the members of the audience like? Are they young or old? Rich or poor? Educated or uneducated? Liberal or conservative? What are their interests/ likes/dislikes? If you know the background and interests of your audience, it will be easier to select an appropriate topic for them.

2. *Will this topic be of interest or of relevance to the audience?*

Different audiences respond differently to the same topic. It is not likely that a group of environmentalists would respond well to a short talk on the advantages of developing the country parks of Hong Kong. However, property developers would probably respond quite favourably.

3. *What does the audience already know about the topic?*

Speakers have to set the right tone. If they have an idea of what the audience already knows about the topic, they will not talk at a level either above or below the audience's ability to comprehend what is being said.

Exercise 4: For which of these groups would the topic "Owning a car in Hong Kong" be relevant? Mark each as appropriate (A) or inappropriate (I). If inappropriate, explain why.

[] 1. Secondary school children? _____

[] 2. First year university students? _____

[] 3. Recent university graduates? _____

[] 4. Businessmen? _____

[] 5. Old age pensioners? _____

Exercise 5

Most broad topics can be narrowed to make them appropriate to a particular audience. For example, the broad topic "Cars" could be made appropriate to secondary school children if it is narrowed to this: Learning to Drive a Car.

1. Narrow the topic "Cars" to another one that would be appropriate for recent university graduates

2. Narrow the topic "Cars" to one that would be appropriate for old age pensioners.

Step 4: Determine a focus or point of view for your topic.

Now tell your audience your point of view about the topic. Let them know what the focus of the talk will be. For example, a talk on "Owning a Car in Hong Kong" can be given either a positive or negative focus.

If the speaker thinks that owning a car in Hong Kong is a bad idea, the focus or point of view for his talk might be one of these statements:

- a) *Owning a car in Hong Kong is inadvisable.*
- b) *Owning a car in Hong Kong is environmentally irresponsible.*
- c) *Owning a car in Hong Kong is a good way to get killed.*

If the speaker thinks that owning a car in Hong Kong is a good idea, the focus or point of view for his talk might be one of these statements:

- a) *Owning a car in Hong Kong is a necessity.*
- b) *Living without a car in Hong Kong is impossible.*
- c) *Owning a car in Hong Kong makes life easier.*

Controlling Idea

In each statement about owning a car in Hong Kong, the speaker has used *one word or phrase* that needs further explanation. This is called the *controlling idea*. It makes the listener ask himself why the speaker feels the way he does about the topic. For example, if the speaker says:

“Owning a car in Hong Kong is inadvisable.”

the listener may ask himself, “Why is it *inadvisable* to own a car in Hong Kong?” The word “*inadvisable*” is the controlling idea. Therefore, in this short talk the speaker would explain why he believes that owning a car in Hong Kong is inadvisable.

Exercise 6: What question would you ask yourself if the speaker said the following:

1. “Owning a car in Hong Kong is environmentally irresponsible?”

Question: _____

Circle the controlling idea, i.e., the word or phrase that needs further explanation.

2. “Owning a car in Hong Kong is a necessity?”

Question: _____

Circle the controlling idea, i.e., the word or phrase that needs further explanation.

Exercise 7

Read each of the following statements. If it has a focus or point of view, put a check (✓) in the blank next to it. If it does not, rewrite the statement to make it have a focus or point of view.

____ 1. Smoking is hazardous to your health. _____

____ 2. Hong Kong is a large city. _____

____ 3. The CityU library has 200,000 books. _____

____ 4. Owning a pet is satisfying. _____

Part II: Writing the Introduction to a Short Talk

Follow these steps to write an introduction to a short talk:

1. *Make a statement that arouses the audience's interest in the topic.*
2. *Tell the audience the purpose of the talk.*
3. *Define its scope so the audience knows what to expect.*

Step 1 – Get attention

The audience needs to have a reason to listen. In the first part of your introduction you have to get their attention. Make a statement that shows how the topic is relevant to them.

Exercise 8 Choose one of the given introductory statements that would arouse the audience's interest in the topics below and explain why you chose it:

- A.
- * The topic: "Cars"
 - * The narrowed topic: "Owning a Car"
 - * The focus/ point of view: "Owning a car in Hong Kong is inadvisable."
 - * The audience: Recent graduates and part-time evening students at CityU.

_____ 1. As many of you expect to earn a good salary soon, you may be thinking about buying a car in the future.

_____ 2. Many Hong Kong people want to buy a car to improve their status.

_____ 3. Many of you have good jobs and your salary is increasing every year. You may be thinking that you can now afford to buy a car.

Reason: _____

- B.
- * The topic: Sports
 - * The narrowed topic: Sports Injuries
 - * The focus/ point of view is "It is important to teach teenagers to play sports safely."
 - * The audience is parents of teenagers.

_____ 1. One of the most important things that you as a parent can do for your teenage sons and daughters is to guard their health.

_____ 2. Many teenagers report that they enjoy tennis.

_____ 3. Most parents believe that if their teenager plays organized sports they don't have to worry about injuries.

Reason: _____

Exercise 9: Write the introductory statements for the short talk described below:

- * The topic is: "Holidays."
- * The narrowed topic is: "Chinese New Year."
- * The focus/point of view is "Chinese New Year is the most stressful holiday of the year."
- * The audience is your fellow classmates.

Step 2: Purpose

After you have given your audience a reason to listen, the next part of your introduction is to state the *purpose* of your talk.

* Look at the focus/point of view statement for the talk.

Example: "Owning a car in Hong Kong is inadvisable."

* State the purpose clearly. Make sure it includes the controlling idea.

Example: "The purpose of my talk today is to explain why I believe owning a car in Hong Kong is inadvisable." (controlling idea)

Make sure that the purpose can be made directly following your introductory statement(s).

If it doesn't make sense, you need to revise either your introductory statements or your purpose.

Example:

Many of you have good jobs and your salary is increasing every year. Some of you may even be thinking of buying a car. (**introductory statements**) The purpose of my talk today is to show you that owning a car in Hong Kong is inadvisable. (**purpose stated clearly - follows the introductory statements**).

Useful Expressions for stating the purpose of the talk

- * My purpose today is
- * I'm going to tell you how to
- * What I want to do today is
- * My main aim today is
- * My objective is
- * The aim of my talk is to
- * I would like to talk to you today about
- * What I hope to do today is

Step 3 - Scope

The last part of the introduction lets the audience know the **scope** of your talk. Usually this is done by making a brief statement about the **two or three main points** you will make in the body of your talk.

Example:

Many of you have good jobs and your salary is increasing every year. Some of you may even be thinking of buying a car. (**introductory statements**) The purpose of my talk today is to show you that owning a car in Hong Kong is inadvisable." (**purpose**) I'll concentrate on three main points: the expense, pollution, and the worry and stress. (**scope**)

Exercise 10

The following paragraphs are introductions to short talks given to an audience of CityU students. Below each introduction are the letters a, b, c, d. These letters correspond to the statements below. **Circle the letter if the statement is true for the example given.** A good introduction will have all four letters circled. A weak introduction may not have any letter circled.

- a. includes introductory statement(s)
- b. introductory statements show relevance of topic to audience
- c. purpose of talk is clearly stated
- d. scope of talk is clearly defined

1. Have you ever failed an examination? Today I'm going to talk to you about the best way to cope with failing an examination. I would like to focus on three main coping strategies: relaxation, self-talk and exercise. a b c d
2. This is the season for balls at CityU. However, many students don't go to balls because they don't know how to dance. I would like to talk to you about the importance of learning to dance. a b c d
3. Getting an education today is expensive. Students have a lot of difficulty making ends meet. My purpose today is to tell you about the best ways to cut expenses during your years at CityU. I'll concentrate on three main points: ways to save on food costs, ways to save on the cost of books, and ways to save on transportation costs. a b c d

Useful phrases for defining the scope of the talk

I'll concentrate on three points:

I will focus on three steps in particular.

I have three points to discuss. They are _____, _____ and _____.

Part III: Developing the Body of a Short Talk

Follow these steps when developing the body of a short talk.

1. *Make a statement about each point you mentioned in the introduction.*
2. *Support each main point with details.*

Step 1: Make two or three main points.

After determining the focus or point of view and scope for a short talk, the next step is to make clear statements about the two or three main points you mentioned in the introduction.

Read the introduction and supporting points to the talk on owning a car in Hong Kong. Notice how the three main points mentioned in the introduction are stated in complete sentences.

Introduction:

Many of you have good jobs and your salary is increasing every year. Some of you may even be thinking about buying a car. The purpose of my talk today is to show you that owning a car in Hong Kong is inadvisable. I'll concentrate on three main points: the expense, the pollution and the worry and stress.

1. **Main Point:** Owning and operating a car in Hong Kong is expensive.
2. **Main Point:** Operating a car in Hong Kong contributes to pollution.
3. **Main Point:** Driving a car in Hong Kong causes stress and worry.

Exercise 11

Here is an introduction to a talk on the “Advantages of Learning English in the Self-Access Centre”. The three main points are omitted from the introduction. Fill in the three main points in the introduction and in the outline.

Introduction:

Many students want to improve their English but they are too busy with work and study to enroll in an English class. What I would like to do today is to explain why studying English in the Self-Access Centre is a good way to improve your English. I will concentrate on three main features of self-access study: _____, _____ and _____.

Body: (Complete sentences)

1. **Main point:** _____

2. **Main point:** _____

3. **Main point:** _____

Step 2: Support each main point with details.

After you have stated your main points clearly, give details that support each main point.

You can organize the main points and supporting details in outline form as in the example on the next page. **However, you must remember that when you give the short talk the outline is used only to guide you through the talk.**

The supporting details listed below are the **ideas** on which you build the body of your talk. They must be clearly explained and elaborated upon when you give a short talk.

Remember, you will be **talking** to the audience, not **reading** a speech to them.

Main points and supporting details for a short talk “Owning a car in Hong Kong is Inadvisable”:

1. **Main point:** Owning and operating a car in Hong Kong is expensive.
 - A. The cost of buying a car is high.
 1. A new car is between \$120,000 - \$150,000; even second-hand cars are not cheap.
 - B. The cost of petrol is high.
 1. \$7.75 per litre.
 - C. Tunnel fees and carpark fees add to the cost of operating a car.
 1. Some carpark fees are as much as \$1,500 per month.
 - D. The annual car registration fee is over \$ 5,000.
 - E. H.K. insurance rates are high because of so many car thefts.
 1. Comprehensive insurance up to \$15,000 per year.
2. **Main Point:** Cars in Hong Kong contribute to the already alarming pollution problem.
 - A. The air quality is reduced with every car that is added to the road.
 - B. Most car owners use leaded gasoline.
 - C. It is environmentally irresponsible to own a car when efficient forms of public transportation are available.

3. **Main Point:** Driving a car in Hong Kong causes its owner considerable worry and stress.
- A. You can't rely on getting to a destination on time because of frequent traffic jams caused by accidents and road work.
 - B. Erratic and careless drivers cause many "near misses."
 - C. There are not enough car park facilities to fill the demand.
 - 1. Sometimes you have to return home because there are no parking spaces available.
 - D. Drivers often miss exits and become lost because the road signs are unclear.
 - E. There is no soft shoulder to pull off on in case of an accident or breakdown.

Exercise 12: Here are three main points to a short talk. The point of view is: "It's better to be male than to be female." Fill in as many supporting details as you can.

1. **Main Point:** Males are generally stronger and more competitive than females.

- A.
- B.
- C.

2. **Main Point:** Men have greater earning potential than females.

- A.
- B.
- C.

3. **Main Point:** Men have more political power than females.

- A.
- B.
- C.

Useful phrases for changing from one point to the next

- First, I'd like to
- My first point is
- Let me begin with point one which is
- The second point is
- Second, I'd like to/ I'm going to
- Now we are ready to move on to the second point
- The third point is
- Third, I want to talk about

Part IV: Writing the Conclusion to a Short Talk

Follow these steps when writing your conclusion:

1. *Begin your conclusion with a statement or phrase that lets your listener know you are about to finish your talk.*
2. *Make a brief summary of your main points. Do not repeat them exactly as you did in your introduction. Try to restate the main points in a different way.*
3. *If you wish, you can add a comment or two at the end that will:*
 - a) offer a solution to the problem discussed in your talk;
 - b) predict an outcome that will result from the situation described in your talk;
 - c) draw a conclusion or inference that follows from the short talk.

After the main points have been made and supported with details, you need to end the short talk by making your concluding remarks. The function of the concluding remarks is to summarize the main ideas of the talk.

Exercise 13

Look at one possible conclusion to the short talk: “Owning a car in Hong Kong is inadvisable.”

In summary, I wouldn’t recommend that anyone in Hong Kong own a car. They’re too expensive to operate; they cause their owners undue stress and anxiety and, in my opinion, owning a car is environmentally irresponsible because it contributes to the worsening of Hong Kong’s pollution problem.

1. How does this speaker let the listener know he has come to the end of his talk?

2. In the introduction of this short talk the speaker says “Owning a car in Hong Kong is inadvisable.” What word or phrase does he use in the conclusion that is similar in meaning to “inadvisable”?

3. Does the speaker summarize the main points of the talk? Y / N

Exercise 14 *Read the introduction, main points, and conclusion of this short talk on why women who work are being cheated and answer the questions below.*

Today over three fourths of women work outside the home. Many of these women believe that they are being treated fairly by their employers. Today I would like to explain why I believe working women are being cheated. I’ll concentrate on three main areas: lack of promotion, low salaries, and lack of benefits.

1. Women are rarely promoted.
2. Women receive lower salaries than men.
3. Women do not receive adequate benefits.

In conclusion, I believe that women aren't getting a fair deal. They are rarely given the promotions they deserve, on average they receive lower salaries than their male counterparts, and they receive far fewer benefits than males doing the same job. It's time that women woke up to the facts and worked to correct the situation.

1. How does the speaker let the audience know he/she has come to the end of the talk?

2. What is the phrase in the conclusion that means the same as "women are being cheated" in the introduction?

3. Does this conclusion summarize the main point of the talk? Y / N

1. What is the function of the last sentence in this conclusion? (For help answering this question, look at Step 3 of writing a conclusion, p. 9.)

Useful phrases for concluding are:

In conclusion, what I have said is that

Let me now sum up

To summarize my main points

Finally, I would like to conclude by saying that

The final thought I would like to leave you with is that

Let me conclude by saying

I hope that you now have a better understanding of

In conclusion

In summary

I would like to end by saying/emphasizing

Part V: Developing an Outline for a Short Talk

You are now ready to give a short talk. Follow the steps you learned in Parts I – IV to develop an outline for a four to six minute talk on a topic of your choice.

Chose an Appropriate Topic:

1. Think of a broad topic you're interested in.
2. Narrow your topic.
3. Determine if your topic is appropriate and/or relevant to your audience.
4. Determine a point of view or focus for your topic.

Write your introduction:

1. Make a statement that will arouse the audience’s interest.
2. Clearly state the purpose of the talk.
3. Define the scope of the talk.

Develop the Body:

1. Choose two or three main points and express each one concisely.
2. Support each main point with clear examples, and express each supporting idea concisely.

Write your conclusion:

1. Begin with a statement that lets the audience know you are about to end your talk.
2. Briefly summarize your main point.
3. Add closing comment. (optional)

If you have any difficulty preparing your outline, reread the information in Parts I – IV

Short Talk Outline *Work through the following steps to develop an outline for your talk.*

I. Chose and Appropriate Topic

Step 1: My broad topic _____

Step 2: My narrowed topic is: _____

Step 3: Describe your audience: _____

Will your talk be relevant to you audience? _____

Explain _____

Step 4: My focus or point of view is: _____

II. Write an Introduction

(Introductory statement(s) to arouse the interest of your audience, a clear statement of the purpose of your talk, and main points to be made.)

III. Develop the Body of Your Outline

1. (Main Point) _____ (+details)

A.

B.

C.

2. (Main Point) _____(+details)
A.
B.
C.

3. (Main Point) _____(+details)
A.
B.
C.

IV. Write your Conclusion:

(A statement or phrase to let the listener know you are at the end of the talk, a summary of the main points, and if you wish, a comment or two at the end of that will: a) offer a solution to the problem discussed in you talk; b) predict and outcome that will result from the situation described in your talk; c) or, draw a conclusion or inference that follows from the short talk.)

Part VI: Characteristics of a Good Presentation

Remember: how you say something is as important as what you say. Especially when you are speaking to a group. To ensure effective communication, your presentation should exemplify the following characteristics:

- 1. Good organization.**
- 2. Preparation.**
 - a. Speak from clear and comprehensive notes.
 - Your outline can serve as a guide to your talk. Divide it into parts (introduction, three main parts, and conclusion) and write it on small note cards
 - **Do not read your presentation!**
 - b. Practice your presentation.
 - If possible, practice before friends/family. Ask for suggestions on how to improve.
 - Practice using visual aids. Check to make sure the audience will be able to see them
 - Practice with note cards only.
 - If possible, record yourself. You can use the Video Recording Studio in the SAC.
 - Time yourself. If your talk is too short, add more details. If it's too long, shorten it.
- 3. Confidence**
 - a. Do not begin with an apology about your knowledge of English. If you lack confidence in yourself, the audience will sense it and lose confidence in you too.
 - b. Be thoroughly prepared; preparation creates confidence.
 - c. Stand tall and smile occasionally: this projects an air of confidence.

4. Responsiveness

- a. Make eye contact with your audience. Don't talk to the back wall, the table, or your notes.
- b. Check to see whether the audience is following you.
If you watch their eyes, you can tell if they are interested, bored, or confused.
- c. Speak loud enough so everyone can hear you.

5. Clarity

- a. Be sure that the organization of your talk is clear to the audience.
- b. Strive for a smooth transition from one point to the next.
- c. Use of white board or other visual aids to illustrate or clarify difficult points.

6. Enthusiasm

- a. When something is important, say it slower and louder.
- b. Try to communicate to the audience your own interest in and enthusiasm for your subject: enthusiasm is contagious!

7. Comfortable Environment

- a. Make sure there is comfortable and adequate seating.
- b. Check air-conditioning and lighting to make sure they are in proper working order.
- c. Check audio-visual equipment to make sure that it is working and positioned properly.

Part VII: Giving a Short Talk

You are now ready to give a short talk in front of a small group of people.

1. Arrange a day and time that 3 (or so) of your classmates can come to listen to your short talk.
2. Reserve the Video Recording Studio to have a private space to do your presentation.
3. Give each listener a copy of the: Speaking Evaluation: Short Talk" (attached).
Ask each one to fill it out and return it to you after your talk.
4. Give your short talk.
5. After your have completed your talk, fill out the "Short Talk Evaluation Form" for yourself.
6. Add up the total number of points from the evaluation forms. Divide by 16 to find your average score. Mark yourself according to the following scale:

- 5 Excellent
- 4 Good
- 3 Average
- 2 Fair
- 1 Unsatisfactory

If your average score was 3, you might want to do another short talk to see if you can improve. If your average score was below 3, please see a language learning advisor for advice on how to improve.

Mark you have given yourself: _____

7. Add up the average scores from the "Short Talk Evaluation Forms" from your classmates. Divide the total average score by the number of classmates who filled out the form.

Mark your classmates gave you: _____

Short Talk Evaluation Form

(can be used by the speaker for self-evaluation and by the audience members)

Explain briefly why you chose your topic.

Rate the talk on each point listed below by using this scale:

Unsatisfactory	Fair	Average	Good	Excellent
1	2	3	4	5

I. Introduction

_____ Introductory statements aroused the interest of or demonstrated the topic's relevance to the audience.

_____ The purpose and focus or point of view of the talk were clearly stated.

_____ The scope of the talk was defined by mentioning the main points to be discussed.

II. Body

_____ The main points were supported with details.

_____ Transitions were made between main points, which allowed listeners to follow the development of the talk.

_____ The talk was informative. The audience learned something from it.

_____ The subject matter was made interesting.

III. Conclusion

_____ A statement was made to prepare the audience for the conclusion.

_____ The main points were summarized.

IV. Language

_____ Grammar

_____ Pronunciation

_____ Fluency

_____ Use of notes

(If the notes were referred to occasionally to refresh the memory of the main points, the use of notes was "excellent". If the notes were *read* exclusively that is "poor" use of notes.)

V. Non-Verbal Communication

_____ Eye Contact

_____ Posture

_____ Enthusiasm and confidence

VI. Overall (Write comments in the space provided.)

1. What do you think went well? Or what did you like best about this talk

2. What will you do to make the next talk better?

3. Any other thoughts/comments?

Answer Key: Preparing and Giving a Short Talk

Part I

Exercise 1: any broad topic that is of interest to you

Exercise 2: 1. B 2. N 3. B 4. B 5. N 6. N 7. B 8. N

(However, to a serious stamp collector, “Stamp collecting” would still be too broad a topic. A serious stamp collector might narrow the topic to “Collecting stamps from Guangdong Province”.)

Exercise 3: There are many possible answers. For example:

Example 1: Buying a Car, Owning a Car, Racing a Car...

Example 2: Jackie Chan, Chris Patten, (The name of any famous person)

Example 3: Playing Tennis, Camping in the New Territories, Hiking on Lamma Island

Exercise 4: 1. Inappropriate. School children are too young to think about buying a car.
2. Maybe, but students don't have enough money to think about buying a car.
3. Appropriate. They are earning money and may be able to afford a car.
4. Appropriate. They probably have enough money and may want to buy a car.
5. Maybe, but they may be living on a small income & wouldn't be able to afford it.
Also, they may be too old to drive.

Exercise 5: 1. Earning Money to Buy a Car.
2. Selling Your Car, or Giving Up Your Car.

Exercise 6: Question: Why is it environmentally irresponsible to own a car in Hong Kong?

Controlling idea: (environmentally) irresponsible

Question: Why is it a necessity to buy a car in Hong Kong?

Controlling idea: necessity

Exercise 7: Numbers 1 and 4 both have controlling ideas and express a point of view.
Numbers 2 and 3 are only statements of fact.

The statement “Hong Kong is a large city” does not express a point of view.
It needs a controlling idea such as: “Hong Kong is reluctant to become part of China.”

“CityU library has 200,000 books” is only a statement of fact. It does not express a point of view.
The statement “CityU Library is the best library in Asia” expresses a point of view.

Part II

Exercise 8:

A: Statements 1 and 3 would probably arouse the interest of the audience. The people in the audience might be saying to themselves, “Yes, I have been thinking about buying a car,” or, “No, I haven't been thinking about buying a car but I wonder what new information the speaker has on this subject?”

B: 1. Most parents would agree with this statement and would want to listen to the talk out a sense of responsibility.
2. This statement probably wouldn't arouse the interest of the audience.
3. This statement would probably arouse the audience's interest because they would want to know if their belief that “they don't have to worry about injuries” was true

Exercise 9: There are many possible introductory statements for this point of view. Examples:

Most people believe that Chinese New Year is a time to relax and enjoy themselves. However, this is almost never true. Instead,.....

Many people experience a lot of stress in their lives. Holidays are supposed to be the time to get away from stress. However, the Chinese New Year is an exception,.....

- Exercise 10:**
1. c, d. Introductory statement is weak.
 2. a, b, c. The scope of the talk is not defined.
 3. a, b, c, d.

Part III

Exercise 11:

Possible answers for three main points: **flexibility, independence, freedom of choice**

Main points:

- I. Working in the SAC offers students flexibility in their study schedules.
- II. Students working in the SAC have freedom of choice in what and how they study.
- III. Students working in the SAC learn English independent of teachers and classrooms.

Exercise 12: There are many possible supporting details for each main point. Some are:

1. A. Biologically, males have more muscle mass and are physically stronger than females.
B. Male hormones give males a competitive edge.
C. Society supports/encourages competition in males more than in females.
2. A. Many males get paid more than females for doing the same work.
B. More men are in senior positions than females.
C. Males get promoted faster than females.
3. A. Males have the right to vote, but in some countries women still cannot vote.
B. Most world leaders are males.
C. Most elected and appointed government are males.

Part IV

Exercise 13:

1. He begins with, "In summary,..."
2. I "wouldn't recommend"
3. Yes

Exercise 14:

1. He ends with, "In conclusion,..."
2. Women "aren't getting a fair deal."
3. Yes
4. It offers a solution to the problem discussed.

Exercise 15:

1. Good morning. It's nice to be here with you today.
2. Greeting the audience before the presentation begins.
3. Yes.
4. No. She adds extra words and phrases to make the talk seem more natural, less rehearsed.
5. First, second, third.
6. Thank you all for coming today. It was a pleasure for me to be here with you. I hope to see you again.
7. Informal closing remarks – to thank the audience for their participation.