Presentation 2: Describing a Process

Your assignment is to prepare a one to two-minute mini-lecture that explain a process related to your field of study/research focus/major. Your objective is to help your classmates (a general audience) understand the basics of the process and why it is important.


Include the following information in your presentation:

Part 1: Provide background to:
~ Identify and define the process.
~ Engage the audience by explaining why understanding this process is useful or important.
~ Give an overview of the steps in the process.

Part 2: Describe the process in a logical order using appropriate transition words and phrases, such as “the first step” or “the first stage” etc. Use passive voice rather than imperative.

Part 3: Conclude by restating the significance of the process (from Part 1). Thank the audience and invite questions.

Useful expressions for describing a process:

Part 1.
Today, I’m going to [tell you/describe to you] how ....
This is used for...
This is important to understand because...

Part 2.
There are ______ main [steps/stages] in this process.
I will focus on _____ [steps/stages] in particular. /They are ..... Today, we will discuss only steps/stages #________.
The [first, second, etc.] step is ...
As the process develops, .... /During the [first, second, etc.] stage, ....
Now we’re ready to look at the next [step in/stage of] this process.

Part 3.
As I have shown, .... / As we have seen, ....
So, the main steps to this process ...
To briefly recap ...
This is important / significant / novel because ...
I think I’ll close here. Are there any questions? I’d be happy to take any questions you may have.

Model presentation: Listening activity

What process is being described?

What are the 3 steps in the process?

Why is this process important? (i.e. What function does it serve in our daily lives?)