

Transitions in an Oral Presentation

Transitions: Coherence and Cohesion

The outline below is a graphic illustration of transitions for EACH logic section.

In this illustration you will see the terms “main point” and “major points” and “sub-point.” A point is not a topic; a topic is only the title of what is going to be discussed (for example, “Social infrastructure”), while a point is an actual assertion (e.g., “Mazingira’s social infrastructure is inadequate for tourism”). Merely presenting the topic in the introduction and summary is not enough to ensure the audience’s ability to follow and to remember; present the point in both introduction and summary.

Logic section intro (main point + major points)

Point #1 intro (like a topic sentence)

Sub-point #1a intro (like a topic sentence)

Discussion

Sub-point #1a summary (like a closing sentence)

Sub-point #1b intro (like a topic sentence)

Discussion

Sub-point #1b summary (like a closing sentence)

Point #1 summary (like a closing sentence)

Point #2 intro (like a topic sentence)

Sub-point #2a intro (like a topic sentence)

Discussion

Sub-point #2a summary (like a closing sentence)

Sub-point #2b intro (like a topic sentence)

Discussion

Sub-point #2b summary (like a closing sentence)

Point #2 summary (like a closing sentence)

Point #3 intro (like a topic sentence)

Discussion

Point #3 summary (like a closing sentence)

Logic section summary (main point + major points, like a closing sentence)

Application of the structure: Background

NOTES:

- These are examples of *ideal* transitions.
- Pay attention to how points – not just topics – are presented.

Logic section intro (main point + major points)

Before we tell you the details of the negotiations, some background information will help you understand more clearly how the negotiations have developed. I will present two points in this regard: one point is that Mazingira’s present social and physical infrastructures will require heavy investment by Holdev, and the other point is that Mazingira feels the need to protect its society and economy from the negative effects of tourism. (*Note that these are points, not just topics.*)

Point #1 intro (like a topic sentence)

In regards to Mazingira’s social and physical infrastructures, Holdev recognizes the fact that it will have to make a large investment.

Sub-point #1a intro (like a topic sentence)

The country’s social infrastructure is currently inadequate for tourism because the majority of Mazingiran young people are not well educated.

Discussion

Only 11 percent of Mazingirans finish primary school, which ends at grade 6. This results in a literacy rate of 15%. We can imagine how difficult and how time-consuming it will be to train employees for positions above manual laborer in the new resort. This situation will require an upgrading of the school system in the country. Mazingira, however, does not have the needed funds to do this, and will need help from outside. It will also require Holdev, for most positions, to import employees that require the ability to read and write, for several years. This will, in turn, introduce the problem of the presence of a foreign resident population, which has not existed in Mazingira up till now.

Sub-point #1a summary (like a closing sentence)

With this weak social infrastructure, therefore – particularly in education -- developing tourism in Mazingira will be more difficult than Holdev has experienced in developing tourism in other countries.

Sub-point #1b intro (like a topic sentence)

In addition to this weak social infrastructure, Mazingira will need help in developing its physical infrastructure, for air and surface transportation and water, electricity and sewage. (*Note the reminder about sub-point #1a and the introduction to sub-point #1b.*)

Discussion

Mazingira's airport is one part of the infrastructure that has to be expanded. It can land no airplanes bigger than a Folker D-8, which is a propeller plane. Popular tourism cities in other countries, like Luang Prabang in Laos, have the same limitation and have learned to deal with it. The terminal, however, will have to be renovated. As for surface transportation... ..will need expansion.

Sub-point #1b summary (like a closing sentence)

We see, then that Mazingira and Holdev will have to work together to improve its physical infrastructure in terms of transportation and utilities.

Point #1 summary (like a closing sentence)

We therefore realize that both social and physical infrastructure will need a lot of attention before construction of the resort begins.

Point #2 intro (like a topic sentence)

An undeveloped infrastructure is not the only thing that needs attention. We also face the challenge of working with Mazingira's need to protect its society and economy from the negative effects of tourism.

Sub-point #2a intro: ...

Discussion: ...

Sub-point #2a summary: ...

Sub-point #2b intro: ...

Discussion: ...

Sub-point #2b summary: ...

Point #2 summary: ...

Logic section summary (main point + major points, like a closing sentence)

So there you have it, ladies and gentlemen. Holdev's project of building a new resort in Mazingira will be the first step in developing tourism here. While both Mazingira and Holdev are eager to begin, we have to face the fact that, before any construction begins on the new resort, a good foundation must be laid, in the form of both upgraded infrastructure and guarantees that will protect Mazingira from the dangers of greedy and imprudent development.

Transition to the next Logic section

Now that we have some idea of the challenges that Mazingira and Holdev face, let me ask Mr. Park to tell you how we plan to meet these challenges.

Logic section intro (main point + major points)

Thank you, Ms. Lee, for your informative discussion on the current situation in Mazingira. Now, you are probably wondering how we have decided to face the challenges that Ms. Lee told you about. And that, ladies and gentlemen, is exactly what I am going to tell you right now. Currently, negotiations are developing in a very positive manner, and we have reached agreement on three essential points...

Boilerplate Closing

And that, ladies and gentleman, concludes our presentation on the status of negotiations between The People's Republic of Mazingira and Holdev International Development Corporation. Thank you very much for your attention. Now, if you have any questions, please don't hesitate to ask.