

How to present a document for the BTS IG English oral exam

Not all items are systematically relevant!

To warm up or to use when you start hesitating : Well, so ...

Would you like me to read some of the text?

Other gap-fillers

- Er, ... well, you see / you know
- What I am trying to say /
- What I mean to say
- Er, ok, sorry, anyway... to get back on the subject

1. INTRODUCTION

WHAT?

- This is a

text from ...
news article from ...
review from ...
passage taken from ...
advertisement/advert/ad
a cartoon
a picture

 about
- The document is

made of
composed of

x parts
several paragraphs and a picture / a diagram / a chart
- What we have here is a document about

a crucial
a major
a topical
a controversial

question
issue
problem
matter
- The text is about
- The document deals with

WHERE?

- It is likely that

the document

 comes from

a book
a magazine
a web site
a newspaper

 devoted to

computers
new technologies
the media
- It seems
- The setting is / was

The Silicon Valley
the New York Stock Exchange
a computer firm
a research lab(oratory)
- The incident took place in
- The event occurred in
- The scene takes place in

WHEN?

- This news article

was published

 recently
- This review

was posted on the web

 on the 26th of July
- The incident took place

recently
long ago
- The event occurred in

during the conference
in the winter
at night

WHO?

- The main protagonist(s) is (are)
- The persons involved are / were ...

2. SUMMARY

- Basically the story is that of ...
- the plot (l'intrigue)
- the heart of the problem is ...
- the core of the question is
- the main issue is
- the key topic is

3. DESCRIPTION

1. a headline = un titre
2. a subhead = un sous-titre
3. a caption = une légende
4. a brochure/a leaflet = une brochure
5. a column = une colonne
6. a section = une rubrique
7. the lead = le premier paragraphe
8. a box = un encadré

9. a dash = un tiret
10. in brackets = entre parenthèses
11. in quotation marks = entre guillemets
12. to quote = citer
13. in bold type = en caractère gras
14. in italics = en italiques
15. the lay out = la mise en page
16. a graph = une courbe

IN the top left hand corner	AT the top	IN the top right hand corner
	IN the background	
ON the left	IN the middle	ON the right
	IN the foreground	
IN the bottom left hand corner	AT the bottom	IN the bottom right hand corner

Describing in 2D

b) a product

1. this piece of hardware
2. this piece of software
3. Thanks to this new device / feature you can ...
4. This new device / feature enables you to
5. Such a device / feature would enable you to [to enable S ¹ to do S ^{thg}]
6. advantages / drawbacks (disadvantages)
7. flawless / full of flaws
8. reliable / unreliable
9. above average (qualities) / under average
10. unsurpassed (qualities)
11. the least/most expensive
12. less expensive than / cheaper than / more expensive than
13. the best value for money
14. ease of use / user friendly
15. overall performance
16. specifications (the specs!)
17. rate
18. brand
19. logo

4. COMMENT

• By doing this	the journalist	wants to	show that...
	the writer		suggest that ...
	the author		indicate that
	the reviewer	intends to	make us feel that ..
			make us realize that ..
			make us understand that ..
		wants	the reader to feel that ...
			the viewer to realize that ...
			the audience to understand ...
			us to

- It makes me think of
- It reminds me of
- This obviously refers to, alludes to ...

⇒ REACT by stating your personal opinion.

• What I find the most	striking	in	this is that
	incredible		
	interesting	about	
	ironical		
	ridiculous		
	impressive		
	threatening		
	unpleasant		

• What strikes me the most	in	this is	the fact	that
	about			
			the notion	
			the idea	

- I can't help thinking that ...
- My feeling is that ...
- What we have to realize is ...
- Contrary to what is said by X, I believe that
- As strange as it may seem

5. CONCLUDE

To sum up, In a word, in short, in brief, to conclude, in conclusion