

ASSIGNMENT

Individual presentation: You are going to give a presentation about three recommendations to answer the question “How can we set life goals that are realistic?”

Student presentation script (example)

Useful expressions appear in *blue*.

OUTLINE	SCRIPT
Greet and introduce topic	Hello everyone and thank you for being here with me this morning. We all have different goals in life, such as being successful and looking after our family. And there are times we get frustrated because we fail to achieve them. So how can we set more realistic life goals? Today, I'd like to suggest three ways that we can do that.
Describe recommendation 1	Antoine de Saint-Exupéry, the famous French author, once said , “a goal without a plan is just a wish.” So, my first recommendation is to make an action plan and make sure that you can realistically do it. Think about what exactly you need to do to achieve your goal and when you will do it. Clearly, if there are no specific steps that you can take, you won't be able to reach your goal. Also, your steps need to be measurable so that you can tell if you are progressing well. Take, for example , a goal of writing a book. Your first step could be writing just a paragraph each day. Then, when you develop the habit of writing daily, you can slowly increase the amount you write.
Describe recommendation 2	Next, as entrepreneur Tim Ferriss suggests , before you start working on your goals, ask yourself “Am I making this harder than it needs to be?” Sometimes we set goals that are too difficult or too complicated. We then feel discouraged when we don't achieve them. So, my second recommendation is to set a smaller goal. That way, you are more likely to succeed and even overshoot your goal, which will give you more confidence and eventually help you achieve more.
Describe recommendation 3	The third way is to consider what obstacles you might face. For example , you might find that you have insufficient time to work on your goals, or family or financial issues might come up. According to author Michael Hyatt, it's a good idea to think of possible solutions for each of them or extra resources that you might need. Very often, the secret to overcoming obstacles is simply to be prepared. Remember, not everything will go as planned. So, be ready to give yourself more time, or adjust your plans to address problems that come up.
Conclude	To sum it up , these are my three tips for setting realistic life goals: make a plan and check if it is realistic, set your goals smaller, and consider possible obstacles. I hope these ideas can help you reach your life goals, starting today. Thank you all for your time.

OUTLINE	NOTES
Introduce topic	
Describe recommendation 1: <ul style="list-style-type: none">• source• details• examples	
Describe recommendation 2: <ul style="list-style-type: none">• source• details• examples	
Describe recommendation 3: <ul style="list-style-type: none">• source• details• examples	
Conclude	

Useful expressions

PURPOSE	EXPRESSIONS
Greet audience	<i>Hello everyone and thank you for being here with me this morning/afternoon/evening.</i>
Introduce a topic	<i>We all have different goals in life, such as ... Today I'd like to suggest...</i>
Make recommendations	<i>You should ... It's a good idea to ... Have you ever tried [verb + -ing] ... Everyone who is interested in ... should consider ... My first/second recommendation is to ... The secret is to ... is simply The second/third way is to ...</i>
Add emphasis	<i>really, absolutely, incredibly, totally, clearly, simply, definitely, extremely</i>
Quote or refer to sources/experts	<i>[Entrepreneur Tim Ferriss] has a simple tip to help you ... According to ... As [Carter] suggests ... [Tim Ferriss], a leading expert in the field of ..., recommends ... As [Ferriss] says, in their talk/presentation/article entitled ... [HR Director, Jim Banks], from [Aser Products] suggests that ... [Antoine de Saint-Exupéry, the famous French author,] once said, "..."</i>
Give examples	<i>Take, for example, ... One example would be ... An example of this is ... In practice, this would mean [verb +ing] ... For example, ...</i>
Conclude	<i>To sum it up, ... Thank you everyone for your attention. Thank you all for your time.</i>