

SPEAKING PRODUCTION (All the tenses at a glance)

Prepare a 3- minute speech for your next videoconference. The idea is to use this worksheet in many videoconferences. You should record the speech with *WhatsApp*, the recording feature of Windows or any device you like to practise it before, but make sure that you are not reading.

Instructions: Choose minimum one item from each section to give a **3-minute speech (maximum)**. Mention a maximum of three people, things, products, experiences, etc. of each item and explain **why (when possible)**. Remember to use connectors:

<p style="text-align: center;"><u>Present</u></p> <ul style="list-style-type: none"> -Products you use everyday -Things that make you smile -Things you are grateful for right now -Habits you want to break -Things that motivate you -Things you are really good at -Places you want to visit -People from other countries (foreigners) you know -What you like about a country -What people you know do (profession- Explain what they do in a typical day. - What people you know love/hate doing -Somebody's (your husband, your son, etc.) usual routine (use of frequency adverbs: hardly ever, usually, never, etc.) - Kinds of music you like - _____ - _____ 	<p style="text-align: center;"><u>Present continuous</u></p> <ul style="list-style-type: none"> -Things you are (not) currently doing -Things you are thinking right now -Books or magazines/TV programmes/films you are reading/watching now (you haven't finished doing it) -Good/hard moments you are having right now -People you are helping / missing now -Things that you are learning now -Products you are trying to buy (but probably you can't) -What people (your daughter's boyfriend, your parents' friend, your husband's father, etc.) you know are doing right now. -Things you are planning at the moment - Weather in Britain right now - _____ - _____
<p style="text-align: center;"><u>Can</u></p> <ul style="list-style-type: none"> -Things you can write a blog article/post about -Creative ways you can make money -Things you cannot do at the moment -Things you can start a podcast/videoconference about -Things you can do to surprise your partner or friend -Ways you can save money / time -Things you can do in the morning to improve your day -Experiences you can't forget -Instruments that you can/can't play -A travel experience I can't forget. - _____ - _____ 	<p style="text-align: center;"><u>Past simple</u></p> <ul style="list-style-type: none"> -Games you loved to play as a kid -Products you bought and loved or hated -Possessions you valued in the past (and you don't have anymore) -Things you learnt from your parents/friends/relatives -Recent moments of happiness in your life -Times you successfully made a hard decision -Things you were interested in as a child. -A good /bad experience with a teacher that you can still remember -A person's /you, your mother, your cousin, etc.) 20-25 years ago - A person that inspired you when he/she was alive - _____ - _____

Tips: Write it completely first, practise at home previously and record it to check pronunciation or any kind of mistakes. Make an *outline (brief summary of the speech), study the outline, practise it again and memorise it not to read in the videoconference.

The gaps are to include your own topics, things you are interested in talking about , but remember to try to use the right tenses.

Example of a speech using the topics in the chart (in **bold** in the chart)

Introduction (summary of topics)

I am going to tell you about things I am really good at, things I am learning now, ways you can save money or time, and recent moments of happiness in my life.

Body

*First, I am going to tell you about some **things I am really good at**. I think I am very good at computers because I really like getting new programmes and I always try to learn more about them. I am also good at playing chess. I normally play chess at Christmas with my brother in law and I beat him.*

*Second/Now I am going to tell you about **what I am learning now**. I am learning how to dance at the Dancing Club. Every Tuesday and Thursday I go to dancing classes. I really enjoy them. I know **some ways to save time** when you use your keyboard They are called shortcut keys (“atajo de teclado”). Another way to save time when you are using your computer is to open many windows. And in your life in general, you can save time making a list of things you need to do the following day.*

*Third/To finish with/Finally I want to tell you about **some recent moments of happiness in my life**. I won the lottery last week. It wasn't a lot of money but getting some extra money/cash is always useful. Besides/Apart from that, I went to my cousin's wedding. I had a great time there. We had champagne, we danced a lot, and we ate a lovely cake.*

Closing /Conclusion

I hope you enjoyed my speech. I hope you know a little bit of me now and you learnt some tips to use in your daily life/routine.

*The outline can just be the things that are underlined and in **bold**.