

HOW TO PRESENT AND DESCRIBE A DOCUMENT

TO PRESENT A DOCUMENT YOU NEED TO:

The nature:

What is the type of this document?

It's a text/ A table/ A map/ A picture=a
photograph/ a speech/a cartoon/ a letter/ a
message

The author

His job or his position why is he/she famous

It's by/ written by/ made by/drawn by/ cartooned
by/ anonymous

A cartoonist/ A writer/ A president/ A politician/
A journalist/

TO DESCRIBE AND USE A DOCUMENT

A text:

It's divided into x paragraphs

From line 1 to line 2...

The passage which runs from line 1 to line 2

To read between the lines

A layout/ a two-part layout

An iconographic document:

Background/foreground

Top right (hand) corner/ Bottom left corner

Half/ two halves/ symmetrical/ asymmetrical

Capital letters/ proportion/ out from proportion

Stats and graphs:

Figures/numbers/stats/ data

Histogram/ curves

A high bar/ a low bar

A rank/to be ranked first second third...

Maps:

East/west/north south

Eastern/southern/western/northern

In the East/ To move To the East or to move East

A neighbor state

An area/ a zone centered around../around

FEW LINKING WORDS TO USE IN THE ORAL

First/firstly/to begin with

Then/ secondly/after/next

Moreover/ in addition/ added to that

To conclude/ as a conclusion

Slightly

Roughly

Barely

It's worth mentioning

Let me tell you about...

To put in a nutshell