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15	2 Today's topic is ...	Body language Tips on presenting to an English-speaking audience	Signposting (phrases to organize your presentation) Talking about difficult issues Referring to other points Adding ideas
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32	4 As you can see from this graph ...	Types of visuals Describing graphs and charts Interpreting visuals Tips for describing trends	Talking about visuals Talking about trends (verb tenses, adjectives and adverbs)
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