*From: Rick Howard & Johny*

*To: IELTS Prep Group*

*Subj: Structure for IELTS conversational prep (Info)*

1. **Intro**
   1. *Hi, my name is…, I am from…*
   2. Mention your profession. *(I am… I work as/in…)*
   3. Express your relationship with the topic.
2. **Topic Overview**
   1. *Today I am going to talk about* (…*and I will speak about it* *from this perspective*...)
   2. Provide a brief description of the topic (what it means to you)
3. **Topic Discussion**
4. Categorize, classify *I would like to present you with the various types of…*
5. Use these questions to organize better your thoughts:
6. Who:
7. What:
8. When:
9. Where:
10. How:
11. Impacts (use examples or analogies preferably from a personal experience or relate it to your own life)
12. Advantages/ benefits
13. Disadvantages
14. Importance of
15. Proposal, suggestions, solution
16. **Conclusion**

*“In conclusion, I have identified the different…”*

Say why is important to talk about this.

To connect different ideas related to each other:

* **In addition** (to) *[most common]*
* **Furthermore** *[next most formal]*
* **Moreover** *[the most formal]*
* *Another\_\_\_\_ [last resort]*

**Do not repeat them!**

With these words you can connect Personal ideas to business ideas.

They are also seen as the *Go-to*… words.

[in addition, moreover, furthermore, another](https://www.youtube.com/watch?v=IsDR3XEv50E)

Consequence:

* **Therefore:** premise (conclusion of a belief) [*Serious topics]*
* **thus:** result *[Serious topics]*
* **consequently:** consequence (result) *[Serious topics]*
* **So:** consequence [*Not serious topic]*
* **Then**: consequence [*Not serious topic]*
* **Hence**: consequence *[old fashion - snobby] Avoid it. It can be use instead of* ***Thus***
* **As a result**

**Do not use *therefore*, *thus, hence* nor *consequently* in casual sentences. Example:**

* *I’m cold, ~~therefore,~~ I’ll put on a coat* ***X***
* *I’m cold ~~thus~~ I’ll put on a coat* ***X***
* *I’m cold ~~hence~~ I’ll put on a coat* ***X***
* *I’m cold,* ***so*** *I’ll put on a coat* **✓**
* *I’m cold,* ***then*** *I’ll put on a coat* **✓**

[THEREFORE, THUS, CONSEQUENTLY](https://www.youtube.com/watch?v=vL05g8eW10s)