

## Presentation skills – Guidelines

### Stating your purpose:

- OK, let's get started. Good morning, everyone. Thanks for coming. I'm.....
- **This morning I'm going to be :**  
talking to you about | showing you how | taking a look at | reporting on| telling you about
- **.....so, I'll begin by:**  
filling you in on | making a few observations about | outlining *company policy* | giving you an overview of | bringing you up-to-date on
- **.....and then I'll go on to:**  
highlight what I see as | put the situation into some kind of perspective |make detailed recommendations regarding | discuss in more depth sth

### Giving information on the Question and Answer Session:

#### Questions after the presentation:

- I'd like to ask you to hold your questions till the end.
- There will be time for questions after my presentation.
- We will have at least fifteen minutes for questions during the discussion period.
- Because of the tight time schedule, I'd like you to hold your questions till the end.
- Since the subject matter is rather complex, I'd appreciate it if you'd save your questions until after the presentation.
- In order to bring everybody to the same level of understanding, I'd like to give you a general overview first, and answer questions in the discussion period after my presentation.

#### Questions during the presentation:

- If you have any questions, feel free to interrupt me at any time.
- Don't hesitate to ask questions during my presentation.
- Please share your questions with us as they come up; I'll be happy to answer them right away.

### Signposting – telling what comes next in a presentation

<i>when you want to</i>	make your next point	<i>you say</i>	To move on to <i>our next point</i>
	change direction		To turn to <i>last year's figures</i>
	refer to an earlier point		To go back to <i>what I said earlier</i>
	repeat the main points		To recap on <i>the main figures</i>
	give a wider perspective		To expand on <i>this a bit more</i>
	do a deeper analysis		To elaborate on <i>this particular feature</i>
	give the basics		To summarize <i>the points</i>
	depart from your plan		To digress from
	finish your talk		To conclude

*vocab.*

*digress from – odbočit od*

## Commenting on visuals

To highlight important information in a visual, you can use the following:

I'd like	us to look	<b>at</b> this part of the graph in more detail.
	us to focus our attention	<b>on</b> one particularly important feature.
	you to think	<b>about</b> the significance of this figure here.
	to point	<b>out</b> one or two interesting details.
	to draw your attention to	<b>to</b> the upper half of the chart.

### To conclude:

- Thank you for your attention and if you have any questions, I'll be happy to answer them.

You can also ask the audience to ask questions *during* your speech by saying:

- If you have any questions during my talk, don't hesitate to interrupt me/feel free to ask.

### To ask your colleague to carry on:

- Now I would like to hand over to Mark.

*Source: Powell, M.: Presenting in English – how to give successful presentations, Thomson Heinle.2002.*