

Presentation skills – Guidelines 2 - SPEAKING

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

Personalization

- You might be interested in why I chose this particular topic.
- I should tell you how I became interested in this topic.
- There is a personal story connected to the topic of today's presentation.
- The first time I thought about this issue was when I.....

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.: todigress from – odbočit od

Commenting on visuals

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

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