

## 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

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

when you want to	make your next point	you say	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

### 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 presentation*, Thomson Heinle.2002.