

PRESENTATION SKILLS – GUIDELINES

1. Stating your purpose & introduction:

OK, let's get started. Good morning, everyone. Thanks for coming. I'm....

I'd like to thank you all for coming to this economic forum...

Let me introduce myself and my colleague: my name is ..., this is ... and we are representatives of the World Bank/IMF/...

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... / 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...

2. 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		

vocab.

digress from – odbočit od

3. 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.

4. To ask your colleague to carry on:

- ◆ Now I would like to hand over to Mark. / Jane, over to you. / Thomas, the floor is yours.
- ◆ And Lucy will tell you more details about... / Let's ask Bill to explain the ... to us.

5. 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.