

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

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</i>	make your next point	<i>you</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>

want to	give a wider perspective	say	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	at this part of the graph in more detail.
	us to focus our attention	on one particularly important feature.
	you to think	about the significance of this figure here.
	to point	out one or two interesting details.
	to draw your attention to	to 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.