

PRESENTATIONS

STRUCTURE

Beginning	INTRODUCTION	<ul style="list-style-type: none"> • welcome your audience • introduce your subject • explain the structure of your presentation • explain rules for questions
Middle	BODY	<ul style="list-style-type: none"> • present the subject itself
End	CONCLUSION	<ul style="list-style-type: none"> • summarise your presentation • thank your audience • invite questions
Questions and Answers		

INTRODUCTION

Function	Possible language
1 Welcoming your audience	<ul style="list-style-type: none"> • Good morning, ladies and gentlemen • Good afternoon, everybody
2 Getting attention	<ul style="list-style-type: none"> • Can I have your attention, please? • So, ladies and gentleman.
2 Introducing your subject	<ul style="list-style-type: none"> • I am going to talk today about... • The purpose of my presentation is to introduce our new range of...
3 Outlining your presentation	<ul style="list-style-type: none"> • To start with I'll describe... • Then I'll mention... • After that I'll consider the ... • Finally, I'll summarize my presentation (before concluding with some recommendations).
4 Giving instructions about questions	<ul style="list-style-type: none"> • Do feel free to interrupt me if you have any questions. • I'll try to answer all of your questions after the presentation. • I plan to keep some time for questions after the presentation.

BODY

Function	Language
Introducing the subject	<ul style="list-style-type: none">• I'd like to start by...• Let's begin by...• First of all, I'll...• Starting with...• I'll begin by...
Finishing one subject...	<ul style="list-style-type: none">• Well, I've told you about...• That's all I have to say about...• We've looked at...• So much for...
...and starting another	<ul style="list-style-type: none">• Now we'll move on to...• Let me turn now to...• Next...• Turning to...• I'd like now to discuss...• Let's look now at...
Analysing a point and giving recommendations	<ul style="list-style-type: none">• Where does that lead us?• Let's consider this in more detail...• What does this mean for ABC?
Giving an example	<ul style="list-style-type: none">• For example,...• For instance,...• A good example of this is...• As an illustration,...• To give you an example,...• To illustrate this point...
Dealing with questions	<ul style="list-style-type: none">• I'd like to deal with this question later, if I may...• I'll come back to this question later in my talk...• Perhaps you'd like to raise this point at the end...• I won't comment on this now...
Summarising and concluding	<ul style="list-style-type: none">• In conclusion,...• I'd like now to recap...• Let's summarise briefly what we've looked at...• Finally, let me remind you of some of the issues we've covered...• If I can just sum up the main points...
Ordering	<ul style="list-style-type: none">• Firstly...secondly...thirdly...lastly...• First of all...then...next...after that...finally...• To start with...later...to finish up...

CONCLUSION

Function	Possible language
1 Summing up	<ul style="list-style-type: none">• To conclude,...• In conclusion,...• Now, to sum up...• So let me summarise/recap what I've said.• Finally, may I remind you of some of the main points we've considered.
2 Giving recommendations	<ul style="list-style-type: none">• In conclusion, my recommendations are...• I therefore suggest/propose/recommend the following strategy.
3 Thanking your audience	<ul style="list-style-type: none">• Many thanks for your attention.• May I thank you all for being such an attentive audience.
4 Inviting questions	<ul style="list-style-type: none">• Now I'll try to answer any questions you may have.• Can I answer any questions?• Are there any questions?• Do you have any questions?• Are there any final questions?

Adapted from: <http://www.englishclub.com/business-english/presentations.htm>

DOS & DON'TS OF PRESENTATIONS