

# PRESENTATIONS

## STRUCTURE

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

## INTRODUCTION

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

## BODY

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

## CONCLUSION

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

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

## **DOS & DON'TS OF PRESENTATIONS**