

## Presentation structure and phrases

- **Greeting:** *Good morning ladies and gentlemen...*
- **Introducing oneself:** *My name is ...*  
*I work as... (I have been working as... for ... years/since I left school)*  
*I study Special Education at the Faculty of Education and my specialization is...*
- **Stating purpose:** *I have prepared ..... (a topic) for today's presentation*
- **Brief outline of the main body/content:** *What and how it will be dealt with/covered in the presentation.*
- **Main body**
- **Summary of the main points**
- **Questions/Discussion:** *Are there any questions? / Do you have any questions? ...*
- **Thanks:** *(I can see there are no questions.../Our time is over for now.../That is all for today...) Thank you very much for coming/for your attention.*
- **Farwell:** *Have a very nice afternoon/evening/weekend. (See you next week....)Good bye/Bye bye...*

### How you could start your presentation (an example of a brief outline of the structure)

Before you start, briefly run through the main points or subject areas you are going to talk about. Why? Again this will help you to clearly organise your talk, but also it means the audience will be able to follow you much better. For example;

**'Today I'm going to talk to you about three main areas related to our new hand held computer; firstly I'll demonstrate how to use the computer, secondly we'll look at the software options and thirdly I will explain the finances.'**