

## The structure of a presentation

A presentation has an overall structure. Most presentations follow this sequence:

### **Introduction**

- Greetings and introduction
- State your purpose
- Give a brief outline

### **Main body**

- **Main content**
- (When planning your presentation, remember that the introduction, summary and conclusion should be brief. The main content should take the longest amount of time)

### **Conclusion**

- Summary
- Conclusion
- Question time
- Farewell

## Presentation phrases

### **Beginning the presentation**

Good morning, everyone. Thank you all for coming. Let me introduce myself. My name is ..... and I am from...

Before I carry on, let me tell you something about myself. I've been working/studying ...

Good morning. I'm delighted to be here today. My name's ...

### **Stating the purpose, giving an outline**

As you know, I'm here today to talk about ....

The purpose of my talk is to present ....

I have divided my talk into three main parts: firstly, ....., secondly, ....., and, finally, ..

I'll begin with (some general comments about ...) and then I'll deal with .... After that, we'll look at ...

I'll be talking about three main areas: first of all, (I'll describe ...). Then, I'll go on to (talk about ...), and finally, (I'll tell you about..)

### **The main content**

How would you deal with this?

What was the reason for this?

How can we explain this?

Did you know that ..... ?

You will all know what I mean.

Let's move to (the advantages and disadvantages ..)

I'd like you to have a look at (this bar chart ..)

If you look at (this graph...)

### **Summarising and concluding**

To sum up then, (we must reduce ...)

I'd like to conclude by (reminding you of something ..)

That brings me to the end of my presentation, ladies and gentlemen.

## Notes

Try to appear as spontaneous as possible.

Do not read your presentation. Reading a text is boring and will send your audience to sleep!

Use notes to remember everything you need to say. Some people make notes on small, A6 cards. Some people write down just the title of each section of their talk. Some people write down keywords to remind them.

## Rehearsal

Practise your presentation two or three times so that you

- become more familiar with what you want to say
- identify weakness in your presentation
- can practise difficult pronunciations
- can check the time that your presentation takes and make any necessary modifications