

## Phrases to use throughout your presentation

**TASK 1** The following exercise contains phrases you may want to use in the beginning of (long) presentations to give your audience as much information as possible about your presentation plan. Match the phrases with their function in presentation introduction.

### **MEDIA, PARTS, PERSONALIZATION, QUESTIONS AFTER THE PRESENTATION, QUESTIONS DURING THE PRESENTATION, RELEVANCE OF TOPIC, SEQUENCING, TIMING, TOPIC**

1 \_\_\_\_\_

- Today's topic is A.
- As you all know, my presentation today will focus on....
- What I'd like to present to you today is...
- As you can see from your handout, I'll be concentrating on.....

2 \_\_\_\_\_

- I've divided my presentation into three parts.....
- I'll focus on three major issues...
- I'll look at three points in particular...

3 \_\_\_\_\_

- Firstly, ..... secondly, ... and thirdly ...
- First, we'll look at.....; then we'll ....; and finally, we'll take a look at
- Point one deals with..., point two...; and point three ...
- I'll start out with...; next I'll move on to ....; and I'll end with...

4 \_\_\_\_\_

- My presentation won't last more than 20 minutes.
- It'll take me less than half an hour to cover these points.
- This will take about 15 minutes of your time.

5 \_\_\_\_\_

- To illustrate my points, I'll rely mostly on the latest product samples.
- I've prepared a number of graphs and a short promotional video.
- My presentation will be accompanied by a live demonstration of our new computer database.

6 \_\_\_\_\_

- You might be interested in why I chose this particular topic.
- I should tell you how I became interested in this topic.

7 \_\_\_\_\_

- My topic is of particular interest to those of you who.....
- Today's topic will be very important for you because.....

8 \_\_\_\_\_

- 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.

9 \_\_\_\_\_

- 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.
- 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.

Taken from: Klarer, M. (2007). *Působivá prezentace a přednáška v angličtině*. Praha: Grada.

### **TASK 2 SIGNPOSTING.**

**Recognizing phrases for signposting a presentation. Match phrases (1-5) to their functions (a-e).**

1 To give you an idea what I mean

2 To go back to what I was saying earlier

3 OK, let's move on and talk about

4 As you all know

5 So, to sum up

A to return to an important point

B to summarize the main idea

C to change the subject

D to give an example

E to refer to the audience's knowledge

**➤TASK 3 SURVIVAL.** Giving a presentation in a foreign language is a challenge. If you concentrate too hard on the facts, you may make language mistakes. If your only goal is to avoid mistakes in English, the chances are you will get your facts wrong. The comforting truth is that we all make mistakes in our presentations☺. When that happens, it is good to acknowledge it and move on. Here is some language to help you. Match the situations on the left with appropriate responses on the right.

| WHAT YOU THINK                      | WHAT YOU SAY                                            |
|-------------------------------------|---------------------------------------------------------|
| 1. I've got my facts wrong!         | <b>A</b> So, basically, what I'm saying is this ....    |
| 2. Too fast! Go back.               | <b>B</b> Sorry, what's the word / expression?           |
| 3. I've forgotten to say something! | <b>C</b> Sorry, let me rephrase that.                   |
| 4. Too complicated! Make it simple. | <b>D</b> Sorry, what I meant is this.....               |
| 5. I'm talking nonsense.            | <b>E</b> So, just to give you the main points here..... |
| 6. How do you say this in English?  | <b>F</b> So, so let's just recap on that.               |
| 7. Wrong! Try again.                | <b>G</b><br>Sorry, I should just mention one thing.     |
| 8. I'm running out of time!         | <b>H</b> Sorry, perhaps I didn't make that quite clear  |

Taken from: Powell, M. (1996). *Presenting in English – How to Give Successful Presentations*, Thomson Heinle.

The following are phrases you may use during the main part of the presentation and also during the question and answer session.

## VISUALS

### ⇒ Preparing the audience for visuals – teasing

- The graph on the following slide gives you a rough outline of...
- On the next slide you'll see something quite remarkable.
- The next graph might come as a surprise to some of you.
- The next visual contains the key information that most of you came here to hear about.

### ⇒ Explaining the parameters

- On the horizontal axis you see the...
- On the vertical axis we have...
- The figures on the vertical axis are units of one thousand...

### ⇒ Simplifying graphs

- This graph shows three distinct developments.
- I'd like to draw your attention to two major phases of the overall graph movement.
- The turning point in the performance of the graph is....

Taken from: Klareš, M. (2007). *Působivá prezentace a přednáška v angličtině*. Praha: Grada.

## QUESTION AND ANSWER SESSION

### ⇒ Repeating or paraphrasing questions

- If I **understand** you correctly, your question is...
- **Put** in a different way, your question is....
- Just to **check** if I got everything right – you want to know...
- **In other words**, you´re asking....
- This is a rather complex question. **Let me see if** I understand what you said.

### ⇒ Postponing questions

- **I´ll touch upon** this particular issue later in my presentation.
- **If you bear with** me for a few minutes, you´ll see that...
- **I´ll answer this question** as we go along.
- In case the next point of my presentation doesn´t answer your question, feel free to ask me again during the question period.

### ⇒ Admitting that you do not know

- **I´m afraid** I don´t know the answer to your question.
- **Unfortunately**, I´m not in a position to answer this question.
- **I´m not sure** if I can answer this, since I´m not directly involved in this area. However, I´ll be very happy to find out and get back to you later.
- The person who would know is not here today, but I´ll try to find out for you.

Taken from: Klarer, M. (2007). *Působivá prezentace a přednáška v angličtině*. Praha: Grada.

## A: CLARIFICATION WHEN ASKING A QUESTION, CONTEXTUALIZING YOUR QUESTION

- When you were **talking about A**, you **quoted** a figure of XXX. **Could you tell us how you arrived at that figure?**
- When you **were describing to us**, what kind of future **you see** for A, you **commented on** the importance of B. **Could you say a bit more about that?**
- When you **were dealing with the issue of A**, you **made the point that** B did C. **Could you explain to us what exactly you meant by that?**
- When you **were summing up A**, you **said something about** B. **Could you be a little more specific?**
- When you **were showing us A**, you **spoke about** B. **Could you give us details?**

- When you **were telling us about A**, you referred to B. **Could you go through that again?**

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### **B: Question frames**

1. What exactly did you mean by \_\_\_\_\_ ?
2. Could you go back to what you were saying about \_\_\_\_\_?
3. How did you arrive at the figure of \_\_\_\_\_?
4. I think I misunderstood you. Did you say \_\_\_\_\_?
5. You spoke about \_\_\_\_\_. Could you explain that in more detail?
6. Going back to the question of \_\_\_\_\_. Can you be more specific?
7. You didn't mention \_\_\_\_\_. Why not?
8. If I understood you correctly, \_\_\_\_\_. Is that right?
9. I'm not sure I fully understood \_\_\_\_\_. Can you run through that again, please?
10. There's one thing I'm not clear about \_\_\_\_\_. Could you go over that again, please?

### **C: Dealing with questions (commenting on questions)**

1. I'm afraid I don't see the connection.
2. Sorry, I don't follow you.
3. I don't know that off the top of my head.
4. Can I get back to you on that?
5. I think I answered that earlier.
6. Good point.
7. Interesting. What do you think?
8. Well, as I said...
9. I'm afraid I'm not in a position to comment on that.
10. I wish I knew.
11. I'm glad you asked that.
12. Well, as I mentioned earlier, \_\_\_\_\_.
13. To be honest, I think that raises a different issue.
14. That's a very good question.
15. I'm afraid I don't have that information with me.

Taken from: Powell, M. (1996). *Presenting in English – How to Give Successful Presentations*, Thomson Heinle.