English for Teachers B
Presentation Structure

Overall Structure

INTRODUCTION → MAIN BODY → CONCLUSION

main points +
supporting information

summary
thanking the audience
inviting questions
references
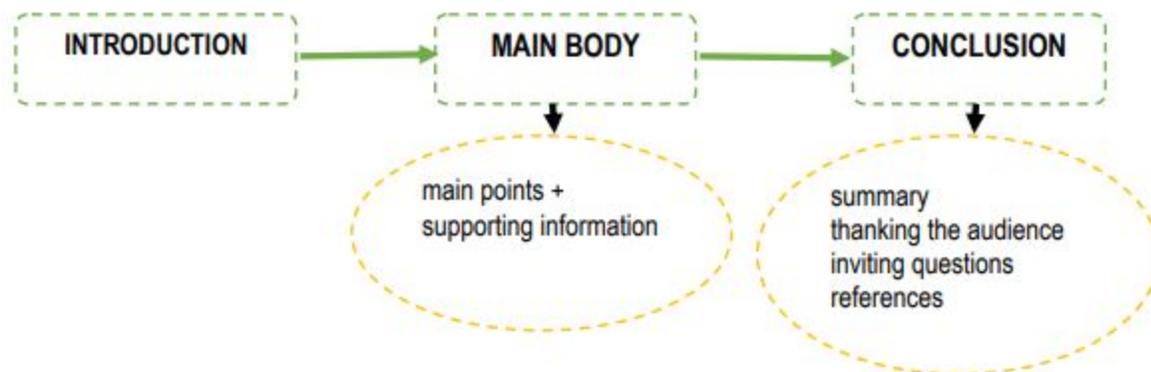
Useful Structure Phrases

Look at the phrases and fill in one word in each gap.
- **Greeting and Introducing yourself**
  - Good morning, ladies and _____ Welcome _____ my presentation.
  - Hello everyone. _____ me introduce myself. My name is …
  - I'd _____ to introduce myself.
- **Introducing the topic**
  - Today I'm going to _____ about …
  - The topic/focus of my presentation is …
  - I'd like to discuss …
- **Providing the aim/objective of the presentation**
  - The aim/ objective /_____ of my presentation is …
  - What I would like to do is …
- **Giving the structure of your presentation**
  - My presentation is _____ _____ three parts. First, … / Second, … / Third, …
  - Firstly/First of all, I'll look at … Then, I'll explain …. _____, I hope to …

> **useful verbs:**
> look at, describe, explain, examine, discuss, outline, talk about

adapted from Academic Skills, Oxford, 2011, p. 17; Presenting, HarperCollins, 2013, p. 34; Effective Presentations, Oxford, 1995, p. 14)

Useful Language

6 Study the table. Then, put the following phrases into the correct category.

As a rule, …

Thank you for your attention.

Now let us move on to …

If there are any questions, I'd be happy to answer them.

However, …

Therefore,…

To sum up, …

One of my recommendations is …

In conclusion, …

such as …

Obviously, …

Signposts
Which leads me on to …
A further point is …

Comparing and contrasting
Similarly, …
But, …

Generalizing
Usually …
Generally …

THE LANGUAGE OF CONCLUSIONS

a) Summarizing
To summarize, …

c) Recommending
I recommend that …

e) Questions
Does anyone have any questions?

Giving consequences
That's why, …
As a result, …

Giving examples
For example, …
For instance, …

Showing your stance
Interestingly, …
Surprisingly, …

b) Concluding
To conclude, …

d) Closing
Thank you for listening.

(adapted from Academic Skills, Oxford, 2011, pp. 23, 49; Presenting, HarperCollins, 2013, p. 86; Effective Presentations, Oxford, 1995, pp. 21, 42)

Giving a Good Conclusion

7 There are different kinds of conclusion that you can make in a presentation. Match each sentence with its function.

- Make recommendations
- Give information
- Motivate/inspire
- Give a call to action
- Persuade

1. Let me summarise what we've looked at.
2. In conclusion, I'd like to leave you with the following idea.
3. I suggest the government …
4. If you'd like to know more information on this, visit my website …
5. What we'll do is restructure the offices so that we'll certainly improve internal communication. We plan to stick to our corporate values.

Making a Killer Introduction

Explain the meaning of the expressions below.

<div style="border:2px solid orange;">

hook the audience   theme song   crucial

burst at the seams with confidence vivid   credibility

</div>

Then, watch the video about how to give a killer introduction to a presentation and answer the two questions.

1. What are the four steps of the formula introduced in the video?

   Step 1: _____.

   Step 2: _____.

   Step 3: _____ and **Preview**

   Step 4: _____

2. What does the speaker mean by **'Preview'** in Step 3?