

# GIVING PRESENTATIONS

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TIPS AND USEFUL LANGUAGE

# TIPS FOR PREPARING YOUR PRESENTATION:

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- **Have a Plan:** Think about all the vocabulary, phrases and grammar that will make your message clear and easy to understand.
- **Prepare:** Be sure to write down your ideas and points and rehearse them well.
- **Keep it short:** Have notes and use them to keep you on track and within the time limit.

# Greeting Your Audience

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1. Good morning/afternoon/evening, everyone.
2. Welcome to [name of event].
3. First, let me introduce myself. I am [name] from [company].

# Beginning Your Presentation

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After you have given an introduction, you are ready to begin speaking about your topic.

**Let me start by giving you some background information.**

Use this phrase to give your audience a brief overview of the topic you'll be discussing.

**As you're aware, ...**

If you're bringing up a topic that your audience already knows about or is aware of, then you can use this phrase to introduce this known topic.

# Stating the Purpose

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**The purpose of my talk today is to...**

**My main objective today is to...**

**I'm here today to talk about...**

# Transitioning to the Next Topic

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Before you move on to your next point, be sure to make it clear to your audience that you're now starting a new topic.

**Let's move on to...**

**Turning our attention now to...**

**Ok, now I'll talk about...**

# Providing More Details - Emphasizing

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**I'd like to expand on...**

**Let me elaborate further.**

**As I'm sure you all know,...**

**I'd just like to highlight...**

**I'd like to emphasize that...**

# Linking to Another Topic

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**As I said at the beginning, ...**

**This relates to what I was saying earlier...**

**This ties in with...**



# Discussing Implications

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**The significance of this is...**

**This is important because...**

**We have to remember that ...**

**This will appeal to...**

**What this means is...**

# Explaining Visuals

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**I'd like to illustrate this point by showing you...**

**Let's look at the chart.**

**Let me draw your attention to the slide.**

**This chart shows a breakdown of ...**

# Restating Your Point - Exemplifying

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**In other words, ...**

**To put it simply, ...**

**For instance...**

**Let me give you an example.**

**What I mean to say is ...**

# Concluding Your Presentation

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**Thank you for your attention. Now I am happy to answer any questions you might have.**

**That brings me to the end of my presentation. Thank you for listening/your attention.**

**Thank you all for listening. It was a pleasure being here today.**

**Well, that's it from me. Thank you very much.**

**That brings me to the end of my presentation. Thanks for your attention.**