

## SHORT PRESENTATIONS

### A. Introduction

#### Greeting

Good morning/afternoon/evening, ladies and gentlemen, colleagues...  
My name's ..... I'm  
I'm a ... (student/teacher/lecturer/professor/ ... ) at/in ...  
(...University/Faculty/Institute/)  
I work for ...

#### Title / subject / topic

The subject/focus/topic/title of my talk/presentation/paper/speech is ...  
In my/our talk today, I/we will tell you /present/ inform you about...  
I'd like to talk (to you) today about ...  
This afternoon I'm going to talk about ...  
In this talk, I/we would like to concentrate on ...  
Today I'd like to describe ...  
What I want to do this afternoon is ...

#### Purpose / objective

The aim of my presentation/paper/report this morning is to ...  
The purpose of this talk is to present the recent ... explain .../ inform you about.../  
describe .../report on.../show  
The subject of this talk is ...

In this talk, we give results of ...  
In this paper, we argue that ....  
What I/we'd like to do is to discuss ...  
What I/we intend to do is to explain ...  
My colleagues and I are going to give a short presentation on ...

### B. Main body

### C. Conclusion

#### Signal to end

So ...  
That completes our presentation.  
That covers all I wanted to say today.

#### Summary

In short, In a word, In brief,  
To sum up, To summarise  
We've seen that ...  
Briefly...

## Conclusion

Thank you for your attention.

Before I stop/finish, let me just say...

Thank you for listening.

I hope you will have gained an insight into...

## Invitation for questions

If you have any questions you'd like to ask, I'll be happy to answer them.

If you have any questions, I'd be pleased to answer them.

Any questions?

I'd be happy to answer any questions.

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## Delivery

slowly, clearly, loudly

## Body language

strong, clear gestures

eye contact

little movement

posture – upright, relaxed, look straight ahead