

PRESENTATION STRUCTURE

Complete the structure with your own suggestions.

1. Introduction

- open the presentation, introduce
- introduce the of the presentation
- preview the key points
- explain how the presentation is

2. Main Body

- present each main point
- give or supporting information
- evaluate solutions

3. Conclusion

- summarize what you have
- give overall evaluation
- invite the audience to ask

PHRASES YOU CAN USE

Match the phrases and corresponding parts of a presentation.

Thank you for listening.....

This presentation is about.....

And finally, I will talk about.....

Now I will be happy to answer your questions.....

Now let us turn to the next point.....

What I want to do is to show that.....

Are there any questions or comments?

I would like to begin by.....

To sum up.....

Moving on, I will look at.....

That is all I have to say.....

What I want to point out is.....