

PRESENTATIONS

1. INTRODUCTION

Greetings: Good morning/afternoon ladies and gentlemen.

Position: I study geology/geography in the first/second year of BSc/Master course at the Faculty of Science at MU in Brno. I am doing research in....

Subject: Let me inform you about... / I'd like to present my research in ...
The subject/topic of my presentation is ...

Main ideas of the presentation are...

Sources of data and the means by which the data was obtained.

Questions: I'd be glad to answer your questions at the end of my talk.

If you have any questions, feel free to interrupt me during my talk.

2. MAIN BODY

- Avoid including unnecessary text on slides.
- Use well designed visuals in order to help the audience comprehend the main ideas.

Outline of the main parts: *Show them on the slide.*

I've divided my presentation into four parts/sections. They are...

Firstly ... secondly thirdly finally

First of allthen next and then we come to lastly/ last of all

- Show and read the **key words** giving the translation of less known expressions. (You can also put them on individual slides.)

Introduce the first part showing its title on the slide:

e.g. Let's start with...

Close the first part: e.g., So that covers the first part concerning....

Open the second part showing its title on the slide:

e.g., And now let me open the second part ...

Close the second part: e.g., Let's leave that here and turn to part 3.

Open and close the third (and the fourth) part in a similar way.

Close the main body: So that's all I could / wanted to tell you about...

And that brings me to the end of my presentation.

That completes my presentation.

That covers all I wanted to say today.

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

3. ENDING

Summary

I'll briefly summarize the main ideas.

Let me just run over the key points again.

To sum up ...

Concluding the research

In conclusion...

As you can see, there some very good reasons for...

I'd like to leave you with the following idea/thought...

Comment on the importance of the findings.

Recommending for future research

So, I would suggest that we / scientists should ...

In my opinion, the only way forward is ...

I'd like to propose (= more formal)

Invitation to questions

I'd be glad/happy to (try and) answer any questions.

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

I would welcome any comments/suggestions.

Closing

Thank you for your attention/listening. / I hope you have gained an insight into ...

(Wait for applause and assessment.)