

# Giving Presentation – useful phrases

## 1. Stating the purpose

- In the introduction state the purpose of the presentation
  - why are you there?
  - what are you going to talk about?
- You can do this
  - right at the beginning.
  - by building up gradually, leaving your statement of purpose until the latter part of the introduction.
- Some useful expressions for stating the purpose of the presentation:

*In my presentation I'll be talking about teaching methods for dyslexic children.*

*In my presentation today I'm going to talk about teaching methods for dyslexic children.*

*This morning I would like to describe teaching methods ...*

*The subject/topic of this presentation is ...*

- If you want to be more expressive, you can begin your statement of purpose with the word “WHAT” e.g.

*What I'd like to do this morning is present some teaching methods ...*

*What I'm going to explain this afternoon are some teaching methods ...*

*What I'll be proposing in my presentation is/are ...*

## 2. Signposting a presentation

- The introduction should contain some kind of signposting for the audience.

Tell them what you will be talking about.

Tell them in which order you will develop your points.
- Signposting your presentation will help you:
  - to define the limits of the presentation.
  - to focus the audience on the aspect of the topic you want to talk about.
- Some useful expressions for signposting a presentation:

*I'll be developing three main points.*

*First, I'll give you ...Second, ...Lastly, ...*

*My presentation will be in two main parts. In the first part I'll ...And then I'll ...*

*Firstly, I'd like to ... Secondly, we can ... And I'll finish with ...*

### **3. Signposting the route through a presentation**

- In a longer presentation it is useful to signpost the presentation to show where one part ends and a new one starts.

This helps to orientate the audience by making the structure of the presentation clearer to follow.

- Useful phrases and sentences:

*I'll begin by... (+ verb in the ...ing form)*

*Let's start with ... (+ noun)*

*If I could now turn to ...*

*My next point is ...*

*Now, what about ...?*

*Now, turning to ...?*

*Let me now move on to ...*

### **4. Using summaries**

- Particularly in longer presentations include summaries.
- Give them at the end of major parts of your presentation or after a key point.
- Use them as check points to summarise or draw a conclusion before you move on to a new point.
- Useful phrases:

*So that's the general picture for ... and now let's look at ...*

*That completes my overview of ...so now I'd like to move on to ...*

### **5. Using rhetorical questions**

- Use rhetorical questions to:  
build links between the various points in your presentation.

help keep the audience interested.

make the audience feel involved in the presentation.

- Examples of rhetorical questions:

**Sales are down on last year. *What's the explanation for this?***

***How can we explain this?***

***What can we do about it?***

***How will this affect us?***

***What are the implications for the teacher?***

## **6. Preparing the audience for a visual**

- Integrate the visuals into the presentation by preparing the audience for what they are going to see.

- Some useful phrases:

***Now, I'll show you the ...***

***For, ...the situation is very different.***

***Let's move on now and look at the symptoms of ...***

***The next slide shows ...***

***If we now turn to the ...***

- Explain what the visual shows. This helps to focus attention and avoid misunderstandings.

- Useful phrases:

***This chart compares numbers of students ...***

***The upper part of the slide gives information about ...***

***You can see here the development over the past year.***