

Sound Professional In Presentations

Greetings

Good afternoon. Thank you very much for coming today.

Introducing yourself

I'm going to introduce myself very briefly before we begin.

Some of you may know me already, but for those of you don't know me,

I'm .. from the .. department..

I am responsible for.. / I am involved in..

Introducing the presentation

Today, I'm going to be talking about...

I'm going to cover 3 main topics today..

I'm going to break down this presentation into 4 sections...

Firstly, I'm going to cover...

Secondly, I'm going to discuss...

Thirdly, I'm going to take a look at...

Finally, I'm going to talk about...

Questions in Presentations

Feel free to interrupt if you have any questions during the presentation.

If you have any questions...if you could hold onto those until the end, we're going to have around 10 minutes for questions after the presentation.

Introducing the First Topic

So let's get straight into the first topic

Within the Topic

Going Back to What You have Already Spoken About

Just going back to what I mentioned before

I just want to touch upon one extra point.

Going off Topic

I'm just going to go off topic a little here..

Apologies, I'm digressing here.. Let's get back to the main point

Making your Points

Firstly... In addition... Furthermore... Moreover... Finally...

On the one hand... On the other hand...

On the contrary...

Giving your Opinion

As far as I am concerned..

Running Short on Time

As we're running a little short on time, I'm going to briefly run through the last few points (so that we still have some time for questions at the end).

Closing a Topic and Moving onto the Next Topic

That covers everything for that topic.

Before we move on, does anyone have any questions?

Let's move on to..

This brings me nicely onto the next topic..

I'd now like to take a look at..

Summarizing the Main Points

So that brings my presentation to a close..

So that concludes the final topic. Before we finish, I just want to recap everything that I've covered today.

I understand that we've covered quite a lot today, and it is a lot to take in, so to summarize..

So, what are the key takeaways from today's presentation?

So I hope now that you're all a lot clearer on X topic.

Ending the Presentation and Introducing Questions

Thank you all for listening, I'm happy to answer any questions you may have.

Thank you all for listening, so we have around 10 minutes for questions, so if you have anything that you would like me to clarify, I'm happy to answer any questions you may have.

Dealing with Questions

That's an interesting question. I'm afraid I am not the best person to ask, but I will look into that further and get back to you.

We will send you the answer in the email with the presentation slides.

Ending the Questions and the Presentation

If there are no further questions, we'll wrap things up there.

Thank you for all your questions.

Thank you all very much for attending and have a nice afternoon.

Useful Expressions from the Phrases above which Can Be Used in Other Business Contexts

A) Match the phrases to the definitions

Based on the context of the phrases above, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

to take in	to break something down	feel free to
to touch upon	to hold onto questions	to recap
takeaways	to wrap things up	to digress
		moreover / furthermore

1. To understand and remember something: _____

"I understand that we have covered quite a lot today, and it is a lot to _____."

"I hope that it hasn't been too much to _____."

2. To leave the main subject temporarily and talk or write about something else, usually something less important: _____

"Apologies, I'm _____ here. Let's get back to the main point."

3. To repeat the main points of something: _____

"So that concludes the final topic. Before we finish, I just want to _____ everything that I've covered today."

4. An expression used when you are inviting someone to do something, or giving them permission to do something: _____

*"_____ interrupt if you have any questions during the presentation."
"If you would like more information about anything that I have covered today, _____ send me an email."*

5. To mention something quickly when talking about another topic: _____

*"I just want to _____ one extra point."
"I _____ this point briefly earlier."*

6. To separate something into different parts: _____

*"I'm going to _____ this presentation into 4 sections."
"It's quite a complex topic, so I'm going to _____ it _____ into more manageable points."*

7. Not to ask a question until the end: _____

"If you could _____ until the end, we're going to have around 10 minutes for questions after the presentation."

8. To conclude or finish something: _____

"If there are no further questions, we'll _____ there."

9. Key facts, points or ideas to be remembered, especially in a meeting or discussion: _____

"So, what are the key _____ from today's presentation?"

10. In addition. Often used at the beginning of a sentence: _____

"One key advantage of the digital transformation will be the efficiency in the company. _____, we will be able to attract more top talent."

B) Key Words in a New Context

Below you can find a paragraph. Can you fill in the gaps in the paragraph with the words from the box below? One of the words is used twice. You may need to change the form of some of the verbs in order for them to fit into the sentence.

	to take in	to break something down	
to touch upon		to hold onto questions	to recap (x2)
takeaway	to wrap up	to digress	furthermore

Presentation Advice From an English Worksheet. To What Extent Do You Agree With The Points Below?

Giving a presentation can be a daunting task, but with the right techniques, you can calm your nerves and captivate your audience. Whether you're presenting at a conference, pitching to investors, or leading a team meeting, it is important to leave them with a lasting impression.

First and foremost, it's important to understand your audience. What are their interests, needs, and expectations? By understanding your audience, you can tailor your presentation to meet their specific needs.

Next, it's crucial to _____ the presentation into manageable sections. Complex ideas can be overwhelming, make sure that your slides are clear and not too full of text. Try to include only 1 key _____ per slide, otherwise there will be too much information for your audience to _____ at one time. _____, visuals and charts can also help your audience to absorb information, and you may also be able to entertain them along the way!

In the previous paragraph, we _____ the use of text on a presentation slide. Text itself should be kept to a minimum, and should ideally be in bullet-point form. When you deliver the presentation, you should then flesh out the information in the slides verbally. However, make sure not to get too bogged down in one topic. It is important to keep the presentation flowing in order to keep the audience interested. There will always be time at the end to answer questions or _____ anything which might need more information. Similarly, it is essential to stick to the topic of the presentation. If you start _____, then your audience will lose concentration and feel like you are not in control of your own presentation.

In order to maintain engagement with your audience, one great tactic is to ask questions and encourage audience participation. After explaining a particularly complex point, you may want to check in with your audience to ensure that they have understood you. However, it is better to avoid allowing your audience to interrupt you with their questions when you are in full flow. Establish the ground rules at the beginning that audience members should _____ until the end.

To _____ the presentation, end with a strong conclusion that leaves a lasting impression. _____ your main points and leave your audience with something to think about.

Finally, remember to have fun! Presenting can be nerve-wracking, but with the right techniques, you can turn it into an enjoyable experience for both you and your audience.

C) Comprehension Questions

1. Based on the context of the first paragraph, what do you think that the term 'daunting' means?

2. According to the first paragraph, what is it important to do in a presentation?

3. According to paragraph 2, what is the main goal of learning about our audience when we prepare for a presentation?

4. How should you deliver the bullet-pointed information on your presentation slides?

5. Based on the context of the article, what do you think the phrase 'bogged down' means in paragraph 4?

D) Match the phrases to the definitions

Based on the context of the article above, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

daunting	to captivate	a lasting impression	to tailor to
overwhelming	to get bogged down	to flesh out	nerve-wracking

1. To attract and hold the interest of someone in a charming way: _____

"She _____ the audience with a brilliant performance in the play."

2. To become too involved in the details of something that you cannot do anything else or make any progress: _____

"I don't want to _____ in unnecessary details here, so let's move on to the next section."

"If we keep _____ in such minor details, then we will never get through all the points on the agenda."

3. Causing you to feel nervous: _____

"Public speaking is usually extremely _____."

4. To adapt something for someone's specific needs: _____

"We aim to _____ our services to our client's specific goals."

5. So intense that it is difficult to deal with: _____

"My current workload is extremely _____."

6. To make something longer or more complete by adding details: _____

"We need to _____ part 3 of the presentation."

"We need to _____ some parts of the plan so that our staff get a better picture of what is required."

7. A feeling or effect that continues for a long time:

"My previous boss was so inspiring. She really left a _____ on me."

8. Seeming really difficult to deal with in the future or really scary: _____

"Starting a new position in a multinational company can be really _____."

"The economy is facing the _____ prospect of a recession."

E) Glossary of phrases related to presentations which can be used in other business contexts

to take in
to break something down
feel free to
to touch upon
to hold onto questions
to recap
takeaways
to wrap things up
to digress
furthermore

moreover
daunting
to captivate
a lasting impression
to tailor to
overwhelming
to get bogged down
to flesh out
nerve-racking