

FORMAT OF THE PRESENTATION

Opening 1

• Good morning, ladies and gentlemen, and thank you very much for inviting me here to speak to you. Let me introduce myself – my name is Carlos Pinto and I am the sales director of Downtown Properties. My objective today is to introduce our company and show you how we can help you find the right office for your business. I have divided my presentation into three parts. First I'll tell you a little about the history of our company, then I'll show you some slides of office space that we currently have available, and finally I'll deal with the question of cost. My presentation will take around twenty minutes, and if you have any questions I'll be pleased to answer them at the end. Okay. Let's start by looking at who we are and how the company has developed over the last twenty years (*shows first slide, which is a timeline of the history of the company*).

1. INTRODUCTORY SLIDE WITH YOUR NAME

- Let me introduce myself. I'm ...
- For those of you who don't know me already, my name is ...

2. TOPIC (+INTRODUCTION OF INTERESTING FACTS)

- I'm here today to talk to you about ...
- What I would like to present to you today is...
- Before we get started, I'd like to present you with...
- Before I go into my presentation, I'd like to share an amazing...

3. STRUCTURE OF YOUR TALK

a) introducing the points

- I've divided my talk into three parts...
- I'll focus on three major issues...
- I'll look at three points in particular. Firstly..., secondly..., and thirdly...
- First, I(we)'ll look at..., then I (we) will..., and finally, I (we)'ll take a look at...
- Point one deals with..., point two..., and point three...
- I'll start out with..., next I'll move on to..., and I'll end with...

b) new points

- Okay, this brings me to my next point..
- I'd like to turn to my second major point...
- Let's turn now to...

c) indicating the end of a section

- So this is all I want to say about...
- This brings me to the end of my first point.
- So much for point one.

d) summarizing the point

- In a nutshell, ...
- Let me briefly summarize the major issues.
- The important things to remember here are...

4. VISUAL AIDS

- As you can see from this next slide, ...

5. SUMMARIZING THE PRESENTATION

- So, just before I finish, let me summarize the main points again, ...
- So, to sum up, I have talked about three main areas. First..

6. INDICATING THE END

- This brings me to the end of my presentation.
- This is all I wanted to say about...
- Right, let's stop there. Thank you very much for your attention.

7. QUESTIONS

a) inviting questions

- If you have any questions, feel free to ask.

b) questions after the presentation

- Please hold your questions till the end.

- There will be time for questions after my presentation.

c) repeating or paraphrasing questions

- If I understand you correctly, your question is...
- Let me check that I understand. Are you asking... ?
- Put in a different way, your question is...
- Just to check if I got everything right – you want to know..
- In other words, you're asking....

d) lack of information

- Sorry, I don't have that information with me, but...