Giving a talk

Presentation time: 5 minutes for groups of 2
                             6 minutes for groups of 3

Style

Font 24/36 (keep same font size/style throughout slideshow)
No contracted form
No reading, prepare cards
No plagiarism

Structure

Opening Welcome – Thank people for coming.
Outline of Main Points
Division of presentation one slide at the beginning of your presentation in the form of a
table of detail of main points
Be clear when you are switching to a new point
Conclusion: give a summary of your main points
Thank people for listening

Vocabulary/ expressions

Good morning, afternoon, evening
Thank you for coming to our/my talk today
Let me introduce the team…myself

First of all, Firstly,
This presentation consists of...
This presentation will be divided into...

I would like to start by ...-ing
Then ...
After that ... That will be followed by...
This next point will cover...
You have heard about...
Let's take a look at...
So now over to… (for group talks)
Back to…
Finally...
I'll sum up with...

Thank you for listening. If you have any questions, we would be more than happy to answer
them.