

COMMUNICATION

Giving a basic presentation

LEVEL

Intermediate (B1)

NUMBER

EN_B1_3113X

LANGUAGE

English

Learning outcomes

- I can identify the parts of a presentation and recall some key phrases for each one.
- I can plan and deliver a straightforward and well-structured presentation.



Structuring a presentation

Match the section of the presentation with the correct description.

Introduction

Main body

Conclusion

Discussion

A

This is the most informative part of the presentation. Structure your information carefully so the audience can follow you!

B

Before you finish speaking, summarise what you have said in your presentation in this section.

C

Now invite the audience to ask you any questions or share any comments. Try to respond with as much detail as you can!

D

Here you introduce yourself and give the main subject of the presentation. It's helpful to briefly explain the structure of your talk here, too.



Match with the definition

1. **Match** the words with the correct definition.
2. **Discuss:** what kind of presentation could include them?

1

to unveil

a

to make a product or service available for the first time

2

target market

b

to examine something in a careful or detailed way

3

to launch

c

to show something for the first time

4

to go over something

d

a short description providing general information but few details

5

overview

e

the group of people a company wants to sell its products or services to



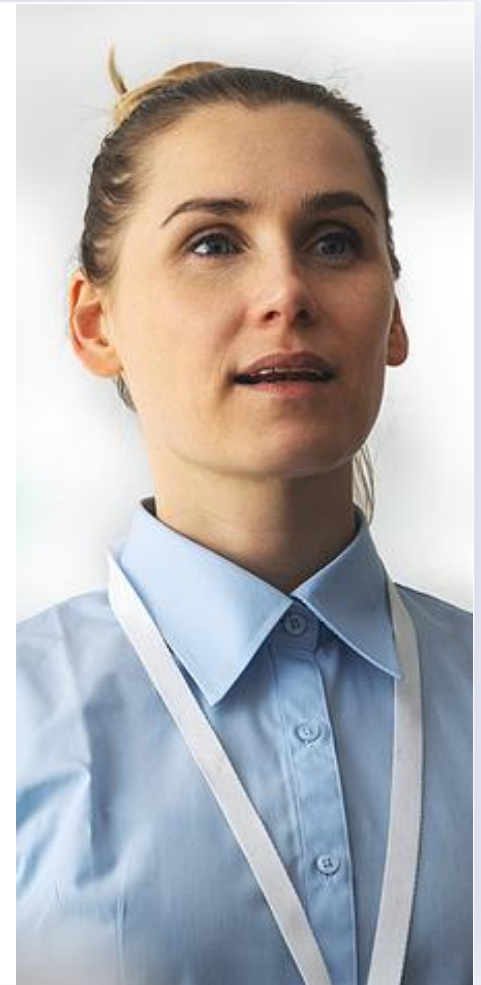
Introducing a presentation

Hi, everybody. Thanks for coming to this short presentation. Just to briefly introduce myself: I'm Jane Horrocks, Head of Design here at Soundscape.

I'm very excited to unveil the new design for our over-ear headphones this morning.

Before we begin, I'd like to give some background from our market research. This identified our target market as those aged 18-35 who enjoy an active lifestyle and listen to music while exercising. We've adapted our product design to appeal directly to this market.

With this in mind, today I'll be touching on three key areas: the main features of the new design, the pricing and our timeline for production.





Fill in the gaps

Complete the sentence with the correct verb.

- 1 Thanks for _____ to this short presentation.
- 2 Just to briefly _____ myself: I'm Jane Horrocks.
- 3 I'm very excited to _____ the new design this morning.
- 4 Before we _____, I'd like to _____ some background from our market research.
- 5 I'll be _____ on three key areas in this presentation.

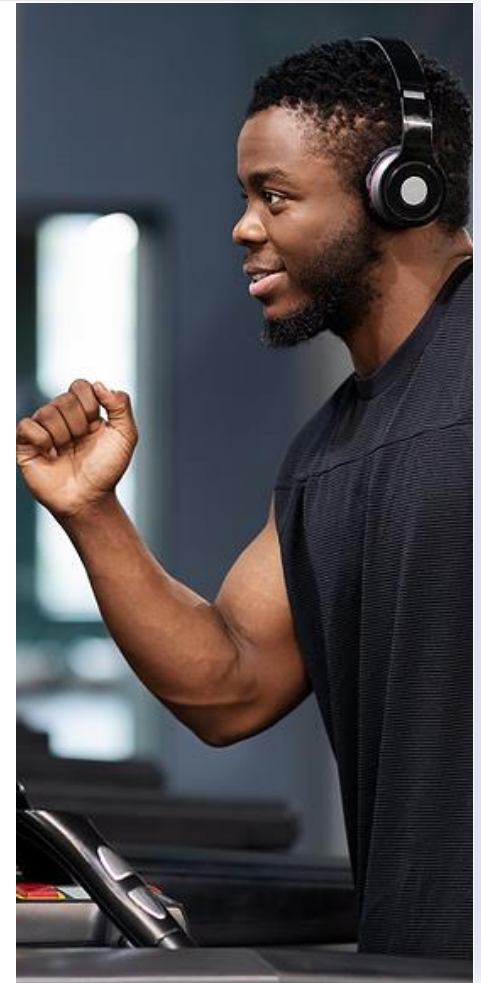
give
coming
unveil
introduce
begin
touching

Developing the main body of a presentation

So, without further ado, I'd like to present the new design. As you can see on the slide, the new design is still sophisticated, yet better suited to the more active customer. Let's look at it in more detail now.

Firstly, you'll notice that the headphones are now completely wireless. In addition to this, the new Bluetooth functionality allows users to pause, skip, go back and adjust the volume all with a single button. They will also be waterproof and shock-resistant - perfect for even the most intense workouts

I'll now move on to discuss pricing. We'll still be using the two-model price structure, with the standard model coming in at £85 and the deluxe, which also has a noise-cancelling feature, at £105.





Thank you very much for your attention. I'd now like to open the floor to any questions. I'll do my best to answer them for you.

8



Match the phrase with its meaning

Hint: think of how an audience member would understand each phrase!

1 *As you can see... / You'll notice that...*

a Invite them to ask questions

2 *Finally, I'd like to briefly go over...*

b Use signal words to help them follow you

3 *Firstly,... / In addition to that,...*

c Show them you're close to the end

4 *To summarise,...*

d Refer to an image you're showing

5 *I'd now like to **open the floor to**...*

e Repeat the main points one last time

6 *As you may have heard / As you know...*

f Refer to the audience's knowledge

More useful phrases

1. **Read** through the phrase bank for each section.
2. **Add** any other useful phrases you can think of.

Introduction	Main body	Conclusion
Thank you for coming.	So, let's get started with...	To sum up...
Could I have your attention, please?	Moving on to...	To conclude...
I would like to start by...	Let's move on to...	In summary...
Today, I'm going to cover...	Now, I'd like to talk you through...	Thank you for listening.
I'm delighted to be able to present to you today.	And, last but not least...	Does anyone have any questions?



Prepare a short presentation

1. **Imagine** you work for a popular electronics company.
2. **Prepare** a short presentation to unveil a brand-new product.
3. (Optional: **work** in breakout rooms and **prepare** one presentation with a partner.)

Introduction

To briefly introduce myself,...

I'd like to begin by...

I'll be touching on...

Main body (1)

I'd now like to move on to...

As you can see,...

Firstly... In addition,...

Main body (2)

Now I'd like to go over...

Let's move on to...

Finally,...

Conclusion

To summarise,...

To conclude...

In summary,

Questions

Does anyone have any questions?

I'd now like to open the floor to...





End of the lesson

Idiom

to kill something

Meaning: to do something really well (informal)

Example: You killed that presentation! It was amazing!



Additional practice



Categorise the phrases

In which **part of a presentation** would you expect to find these phrases?

1

To sum up,

2

Moving on to

3

To conclude,

4

Today, I'm going to cover

5

So, let's get started with

6

Could I have your attention, please?

7

Thank you for listening

8

I would like to start by

9

Now I'd like to talk you through

10

Does anyone have any questions?

Introduction

Main body

Conclusion



Fill in the gaps

Use the words in the red box to fill in the gaps.

- 1 I would like to start by _____ our newest product that will hit the market in two weeks' time. Take a look.
- 2 Today, I'm going to _____ all of the new features you can find in our new product.
- 3 Who is the _____ for the product?
- 4 We're _____ the product right before Valentine's Day, which I'm sure you'll realise is no coincidence.
- 5 I'm delighted to be able to give you an _____ of the updated functionality in this product.

launching
go over
overview
unveiling
target market

A good presenter

1. **Decide** which of these **characteristics** belong to a **good** or a **bad** presenter.
2. **Compare** your ideas with your classmates.



1

moves around a lot

2

tells a story

3

reads from a script

4

is passionate

5

makes regular eye contact

6

speaks as quickly as possible

7

lets the audience interrupt

8

uses visual aids

A good presenter

A bad presenter



Presentations

Which part of a presentation do you think is the most important?



Which part do you find the most nerve-racking when you are the presenter?





Answer key

- P. 3:** Introduction: D; Main body: A; Conclusion: B; Discussion: C
- P. 4:** 1. c, 2. e, 3. a, 4. b, 5. d
- P. 6:** 1. coming, 2. introduce, 3. unveil, 4. begin, give, 5. touching
- P. 9:** 1. d, 2. c, 3. b, 4. e, 5. a, 6. f
- P. 15:** **Introduction:** Today I'm going to cover; Could I have your attention, please?; I would like to start by.
Main body: Moving on to; So, let's get started with; Now I'd like to talk you through,
Conclusion: To sum up; To conclude; Thank you for listening; Does anyone have any questions?
- P. 16:** 1. unveiling, 2. go over, 3. target market, 4. launching, 5. overview



Summary

Talking about the **structure** of a **presentation**:

- **Introduction**: introduce yourself and give the main subject of the presentation
- **Main body**: the most informative part of the presentation
- **Conclusion**: summarise what you have said
- **Discussion**: invite the audience to ask questions

Useful phrases for a **presentation**:

- **Introduction**: *Thank you for coming, Could I have your attention, please?, I would like to start by..., Today, I'm going to cover..., I'm delighted to be able to present to you today.*
- **Main body**: *So, let's get started with..., Moving on to..., Let's move on to..., Now, I'd like to talk you through..., And, last but not least...*

More **useful phrases** for a **presentation**:

- **Conclusion**: *To sum up..., To conclude..., In summary..., Thank you for listening, Does anyone have any questions?*



Vocabulary

to unveil

target market

to launch

to go over something

overview

as you can see

you'll notice that

in addition to

to summarise

to open the floor to

as you may have heard

to cover

last but not least

to sum up

in summary



Notes

