Giving a presentation

- Start by greeting the audience and by explaining the topic and structure of your presentation.
  Hello everybody and welcome to my presentation.
  I'm going to talk about ...
  I've divided my material into three parts. The first is about ..., the second is about ..., and the third is about ...
- Keep your presentation simple. Speak slowly and clearly.
- Stand up straight and face the audience, always keeping eye contact with them.
- At the end summarize the important points.
  So, / Just to remind you, here are the main points again: Firstly / Number one ...
- Ask your audience if they have any questions.
  That's the end of my presentation. Thank you for listening. Have you got any questions?

Useful phrases for presentations:

Beginning a presentation	Giving an overview	Signposting a presentation
- First, I'd like to welcome you to my presentation.	- The presentation consists of five parts.	- This brings me to ...
- My name's ... and I'm going to speak about ...	- The subject of my presentation is ...	- Let me now move on to ...
- So let's start with ...	- Now I'm moving on to ...	- As I explained earlier, ...
- First, I'm going to ...		- Finally, I hope to show you that ...
- What I'd like to do this morning / afternoon / evening is ...		

Referring to visuals	Asking for action	Ending a presentation
- Now let's look at the figures for ...	- I'd be happy to answer any questions that you may have.	- So, summing up, we can say ...
- As you can see from ... , I'm going to ...	- Can we have a show of hands, please?	- That completes my overview.
- As this poster shows you ...	- If you have any questions, perhaps you would like to ask them now?	- That's the end of my presentation.
- On page ... of your handout you can see ...	- Have you got any questions?	- Thank you for giving me your time.
- I'd now like to give a short visual presentation on ...	- Well, what about ... ?	- Thank you for coming in such large numbers.
		- Thank you for listening / for your attention.