

Presentation 英文口语全攻略

开场白

1. Ladies and gentlemen, thank you for joining us today.
女士们，先生们，感谢大家今天的参与。
2. Good afternoon, everyone. I appreciate the opportunity to speak about our recent achievements.
大家下午好，我很感激有机会谈论我们最近的成就。
3. Hello, colleagues. Today, I 'll be sharing our progress on the new project.
今天我将分享我们在新项目上的进展。
4. Ladies and gentlemen. It's an honor to have the opportunity to address such a distinguished audience.
女士们先生们，我感到很荣幸有机会在这么多杰出的观众面前发言。
5. Good morning, everyone. I appreciate the opportunity to be with you today. I am here to talk to you about...
各位早上好。很开心有机会跟你们一起。今天在这里我主要想跟大家谈.....
6. I am delighted/pleased/glad to have the opportunity to present/of making this presentation...我非常开心有机会在这做演示...

介绍演讲主题

1. In today's presentation, I will outline the key features of our upcoming product.
在今天的演讲中，我将概述我们即将推出产品的主要特点。
2. I'm here to discuss the challenges we faced during the implementation phase and the strategies we employed to overcome them.
我在这里讨论我们在实施阶段面临的挑战，以及我们采用的克服策略。
3. The focus of my presentation will be on the market analysis and its implications for our business.
我的演讲重点将放在市场分析及其对我们业务的影响上。
4. Today we are here to give a presentation on...
今天我们要做一个关于.....的演示。

发言长度

1. During the next ten minutes, I shall...
在接下来的十分钟，我会.....
2. My presentation will last for about ten minutes...
我的演示大概会有十分钟.....
3. I know that time is short, so I intend to keep this brief.
我知道时间不多了，所以我会简短说明

演讲结构安排

1. First, I will provide some background information. Then, I'll discuss our research findings and conclude with our future plans
首先，我将提供一些背景信息。然后，我会讨论我们的研究发现，并以我们的未来计划作结论。
2. I'll divide my presentation into three parts: current status, challenges faced, and proposed solutions.
我将把我的演讲分为三个部分：现状、面临的挑战和拟议解决方案。
3. I'm going to take a look at / talk about / examine / concentrate on / limit myself to the question of ...
我将看一看/说一说/研究/专注于/集中于.....的问题

展示数据和统计信息

1. According to our market research, the demand for sustainable products has increased by 30% in the past year
根据我们的市场研究，对可持续产品的需求在过去一年增长了30%。
2. Our sales figures indicate a steady growth of 15% quarter-over-quarter, showcasing the effectiveness of our sales strategies
我们的销售数据表明，季度销售稳定增长了15%，显示了我们销售策略的有效性。
3. The survey results highlight customer satisfaction at 95%, underscoring the quality of our services.调查结果突显客户满意度为95%，强调了我们服务质量的优越性。

重点描述关键观点

1. One key takeaway from our analysis is the need for diversification to mitigate risks in a competitive market.

我们分析的一个关键观点是，在竞争激烈的市场中，多样化是减轻风险的必要手段。

2. I want to emphasize the collaborative effort of our team, which played a pivotal role in the success of this project.

我想重点说下我们团队的协作努力，在这个项目的成功中发挥了关键作用。

3. Let me underscore the importance of customer feedback in shaping our product development strategies for the upcoming year.

我想重点说明客户反馈在制定我们明年产品开发战略中的重要性。

提醒观众注意

1. As I said at the beginning...

正如我开始时所讲的.....

2. This, of course, will help you (to achieve the 20% increase).

当然，这能够帮助你（获得20%的增长率）。

3. This ties in with my original statement...

这与我一开始的陈述相一致。

4. This relates directly to the question I put to you before...

这与我之前向你们提出的问题直接相关。

说明重要性

1. As you can see...

就像你看到的那样.....

2. This clearly shows...

这就清楚地显示了.....

3. From this, we can understand how/why...

从这里，我们可以理解.....

4. This area of the chart is interesting...

图表的这一部分很有意思.....

引导观众看PPT

1. This graph shows you... 这一图表向你展示了.....
2. Take a look at this ...看一看这个.....
3. If you look at this, you will see...看看这张图表，你会发现.....
4. This chart illustrates the figures...这个图表解释了这些数据.....
5. This graph gives you a break down of ...这一图表详细解释了.....

提供建议

1. Based on our findings, I recommend implementing a customer loyalty program to enhance customer retention
根据我们的调查结果，我建议实施一个客户忠诚度计划，以提高客户保留率。
2. I suggest exploring strategic partnerships with suppliers to ensure a stable supply chain for our manufacturing processes
我建议与供应商探讨战略合作伙伴关系，以确保我们制造流程的稳定供应链。
3. It's crucial that we invest in employee training programs to enhance skills and boost overall productivity
我们投资员工培训计划以提高技能并提高整体生产率非常重要。

总结重复要点

1. That brings me to the end of my presentation. I've talked about...
到了整个展示的结尾了。我已经讲过.....
2. Well, that's about it for now. We've covered...
这就是我所要讲的全部内容了，我们说过了.....
3. So, that was our marketing strategy. In brief, we...
所以，这就是我们的市场策略，简而言之，我们.....
4. To summarize, our main objectives are to.....
总结一下，我们的主要目标是.....

总结演讲

1. In conclusion, the key to our success lies in innovation, collaboration, and a relentless pursuit of excellence

总结一下，我们成功的关键在于创新、合作，以及对卓越的不懈追求。

2. To sum up, the challenges we face are significant, but with determination and team work, we can overcome them and thrive

总的来说，我们面临的挑战很大，但是有决心和团队合作，我们可以克服它们并茁壮成长。

3. In summary, our future roadmap involves expanding our market presence and investing in cutting-edge technology

总的来说，我们未来的路线图包括扩大市场份额和投资先进技术。

邀请提问

1. I welcome any questions you may have at the end of the presentation.

Please feel free to ask for clarification on any point.

欢迎在演讲结束后提问。请随时就任何观点进行提问。

2. Thank you for listening-and now if there are any questions, I would be pleased to answer them.

谢谢你们聆听，如果有任何问题，我会很高兴来解答。

3. If there are any concerns or uncertainties, I encourage you to raise them now. I'm here to address all your queries

如果有任何疑虑或不确定的地方，请提出。我会解答你所有的问题。

确认提问者是否满意

1. Does this answer your question?

这是否回答了你的疑问呢？

2. I hope this explains the situation for you.

我希望这能够为你解释这一状况。

3. I hope this was what you wanted to hear!

我希望这是你想听到的答案。

结束演讲

1. Thank you once again for your time and attention. I look forward to our continued collaboration and future achievements
再次感谢大家的时间和关注。我期待着我们继续的合作和未来的成就。
2. With that, I conclude my presentation. If you have any further questions, please do not hesitate to contact me
至此，我结束我的演讲。如果你有任何进一步的问题，请随时联系我。
3. I appreciate your attention. Have a great day, and please feel free to reach out if you need more information
感谢大家的关注。祝你们有一个美好的一天，如果需要更多信息，请随时联系我。
4. I hope that my presentation today will help you with what I said at the beginning...我希望我今天的展示能够在我开始讲述的那几个方面给予你们帮助。