**Making a presentation: language and phrases**

This is a list of phrases to help you make a professional presentation in English.

Good presenters always use language (sometimes single words, sometimes phrases) which shows where they are in their presentation. These ‘signposts’ make it easier for the audience to:

* follow the structure of the presentation
* understand the speaker more easily
* get an idea of the length and content of the presentation.

The sentences and phrases below follow the logical progression of a well-balanced presentation.

**Welcoming**

* *Good morning and welcome to* [name of company, name of conference hall, hotel, etc.].
* *Thank you all very much for coming today.*
* *I hope you all had a pleasant journey here today.*

**Introducing yourself**

* *My name is Mark Watson and I am responsible for … .*
* *My name is Mark Watson from*[name of company],*where I am responsible for … .*
* *Let me introduce myself; my name is Mark Watson and I am responsible for … .*

**Introducing your presentation**

* *The purpose of today’s presentation is to … .*
* *The purpose of my presentation today is to … .*
* *In today’s presentation I’d like to … show you … . / explain to you how … .*
* *In today’s presentation I’m hoping to … give you an update on… / give you an overview of … .*
* *In today’s presentation I’m planning to … look at … . / explain … .*

You can also outline your presentation to give the audience a clear overview of what they can expect:

* *In today’s presentation I’m hoping to cover three points:*
* *firstly, … , after that we will look at … , and finally I’ll … .*
* *In today’s presentation I’d like to cover three points:*
* *firstly, … , secondly … , and finally … .*

**Explaining that there will be time for questions at the end**

* *If you have any questions you’d like to ask, please leave them until the end, when I’ll be happy to answer them.*
* *If there are any questions you’d like to ask, please leave them until the end, when I’ll do my best to answer them.*

Preparation is essential for an effective presentation.  
When giving a presentation, certain keywords are used to signpost the different stages.  
It's a good idea to memorise them and practise using them,   
so that they come to mind easily during a presentation.

ИЗОБРАЖЕНИЯ ДЛЯ АННОТАЦИИ

Ссылка:<https://krasgmu.ru/umkd_files/metod_new/13272.jpg>

ВОПРОСЫ

1. What can increase people's chances of remembering information?

2. How can you develop the content of your presentation?

3. How many slides can a presenter be allowed?

4. What is the key to doing text slides right?

ТЕСТ

1. USE A GOOD QUOTE OR AN INTERESTING ANECDOTE – THEY MAKE YOUR TALK MORE ….. .:

1) confident;

2) interesting;

3) nervous;

4) effective;

2. DURING TALK PEOPLE TAKE IN 7% OF INFORMATION FROM THE TEXT, 55% OF VISUAL INFORMATION AND 38% FROM VOICE, SO USE………- DIAGRAMS, GRAPHS, PICTURES AND PROPS.:

1) gestures;

2) visuals;

3) anecdotes;

4) a loud voice;

3. DEEP BREATHING IS AN…………..WAY TO REDUCE NERVES.:

1) interesting;

2) great;

3) effective;

4) simple;

4. PRACTICE IN FRONT OF YOUR FRIENDS, COLLEAGUES OR FAMILY. ASK THEM TO GIVE YOU FEEDBACK ON THE………….., YOUR VOICE AND BODY LANGUAGE.:

1) variety;

2) content;

3) questions;

4) audience;

5. FIRST IMPRESSIONS COUNT. SMILE, STAND UP STRAIGHT AND LOOK………..AT THE AUDIENCE.:

1) directly;

2) easily;

3) nervously;

4) surprised;

6. IMMEDIATELY FOLLOWING YOUR PRESENTATIONS, SEEK…………… FROM YOUR LISTENERS.:

1) audience;

2) attention;

3) feedback;

4) visuals;

7. THE USE OF NUMBERS TO SUPPORT THE IDEA IS CALLED:

1) rhetorical question;

2) calculation;

3) exaggeration;

4) statistics;

8. THE USE OF WORDS WHICH ARE FULL OF EMOTIONS (SUCH AS “SHOKING”) IS CALLED…..:

1) strong speech;

2) emotive language;

3) exaggeration;

4) humour;

9. WRITTEN INFORMATION (REPORT ETC.) GIVEN TO PEOPLE AT A PRESENTATION IS CALLED …:

1) a handout;

2) a key point;

3) a pointer;

4) an overview;

10. SUBJECT OF A DISCUSSION OR TALK IS CALLED …:

1) objective;

2) topic;

3) key point;

4) overview;

11. THE PHRASE “LET'S START / BEGIN WITH …” IS USED TO …:

1) Introducing the first point;

2) Change to a different topic;

3) Give more details;

4) Sum up;

12. THE PHRASE “MY OBJECTIVE IS TO …” IS USED TO …:

1) introduce the first point;

2) explain why you are giving this presentation;

3) give more details;

4) refer back to an earlier point;

13. THE PHRASE “I'D LIKE TO EXPAND ON THIS ASPECT/PROBLEM/POINT ...” IS USED TO:

1) introduce the first point;

2) give more details;

3) show graphics, slides, etc.;

4) refer back to an earlier point;

14. THE PHRASE “I'D LIKE TO ILLUSTRATE THIS BY SHOWING YOU...” IS USED TO:

1) give more details;

2) show graphics, slides, etc.;

3) refer back to an earlier point;

4) change to a different topic;

СИТУАЦИОННЫЕ ЗАДАЧИ

1. EXPLAIN HOW TO GIVE A GOOD PRESENTATION

**Вопрос 1:** What should a person do before the presentation?;

**Вопрос 2:** How to plan your presentation?;

**Вопрос 3:** What is the best way to rehearse?;

**Вопрос 4:** What other advice would you give to a speaker?;

2. Explain how to organize the main parts of a presentation

**Вопрос 1:** What should be included in the Introduction?;

**Вопрос 2:** What can be used to add variety?

**Вопрос 3:** What should be the main characteristics of the speech?;

**Вопрос 4:** How to make a conclusion?;

**Вопрос 5:** What can be included in the Middle?;

**Электронные ресурсы**

Tips for describing graphs ([http://speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentation http://www.learn-english-today.com/business-english/graphs-charts.html](http://speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentationhttp:/www.learn-english-today.com/business-english/graphs-charts.html))

Tips for making a presentation ([http://www.learn-english-today.com/business-english/presentations\_useful-phrases.html http://speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentation](http://www.learn-english-today.com/business-english/presentations_useful-phrases.htmlhttp:/speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentation))

ПРИЛОЖЕНИЕ

|  |  |
| --- | --- |
| Starting the presentation | Good morning/Good afternoon ladies and gentlemen • The topic of my presentation today is ... • What I'm going to talk about today is ... |
| Why you are giving this presentation | • The purpose of this presentation is ... • This is important because ... • My objective is to ... |
| Stating the main points | • The main points I will be talking about are :  ◊ Firstly, ◊ Secondly,  ◊ Next, ◊ Finally ... we're going to look at ... |
| Introducing the first point | • Let's start / begin with ... |
| Showing graphics,  transparencies, slides, etc. | • I'd like to illustrate this by showing you ... |
| Moving to the next point | • Now let's move on to ... |
| Giving more details | • I'd like to expand on this aspect/problem/point ... • Let me elaborate on that. • Would you like me to expand on/elaborate on that? |
| Changing to a different topic | • I'd like to turn to something completely different ... |
| Referring to something  which is off the topic | • I'd like to digress here for a moment and just mention ... |
| Referring back to  an earlier point | • Let me go back to what I said earlier about ... |
| Summing up or  repeating the main points | • I'd like to recap the main points of my presentation: ◊ First I covered ...  ◊ Then we talked about ... ◊ Finally we looked at ...   • I'd now like to sum up the main points which were : ◊ First ...  ◊ Second,  ◊ Third, |
| Conclusion | • I'm going to conclude by ... ◊ First ...  ◊ Second,  ◊ Third,   • In conclusion, let me ... ◊ First ...  ◊ Second,  ◊ Third, |
| Questions | • Now I'd like to invite any questions you may have. • Do you have any questions? |

**Presenting Visuals - useful phrases & vocabulary :**

* As you will see from this graph ...
* I'd like to show you this chart on which you will see ...
* Let me draw your attention to this part of the graph.
* Let's look more closely at this month's figures.
* This figure refers to the sales in China only.
* This pie chart shows our share of the European market today.
* As you can see, our main competitor has an even bigger share.
* The bar chart represents sales in our Asian outlets.
* Here you can see a comparison between ...
* On the line graph you will note :