

PRESENTATION – Structure and language

1. Welcome the audience and introduce yourself

Good morning everybody, my name is (name and surname)

2. Give the topic of your presentation

Today I am going to talk about.../introduce you to our new product – the ABC

3. Make a declaration of what you hope to achieve with the presentation:

"I hope you will // be persuaded to .../gain .../see how ..

4. Mention handouts and questions

I will pass a handout that summarises the key points of my presentation (and) I'd like you to keep your questions until the end of my speech./ please feel free to interrupt with any questions

5. Inform about the structure of your presentation

Well, first I will talk about ...

Then, I will discuss

Finally, I will show you ...

6. The main body of the presentation

Now I will begin with

Let me move on to my second item – XYZ

Let's now look at XYZ. As you can see on the slide,

7. Summary and conclusion

a. review of the presentation topic and purpose:

In my presentation I intended to analyse ...

b. Invite questions

Now, I would like to take your questions

c. Thank the audience for their attention, involvement and participation

That's all I have time for. Thank you very much for listening/for being such an attentive audience.

d. Bid the audience farewell:

Thank you very much again and have a safe journey home. Thank you.

Avoid certain common errors:

1. Introduce yourself professionally – first name and surname

2. Be careful with numbers

- commas and points (1.03 is one point oh three), 3,241,000.05 is three million (not millions) two hundred (not hundreds) and forty-one thousand (not thousands) point oh/naught/zero five)

- one euro (€1) , two euross (€2), three poundss fifty-three (£3.53), five dollars three (\$5.03) (note the position of the currency symbol !

3. The difference between a speech and a presentation is that a presentation has a structure and signposting language is used to inform the audience about what is happening/is going to happen/has happened, e.g. *I've told you about the exchange rates and how I converted my money, now I'm going to move on to my gains/losses.*