

## 5 Giving A presentation

Your presentation should have:

- A.** An **Introduction** in which you say:
- what the issue is
  - what your purpose is
- What I want to do (today / this morning) is to ...*
- My purpose/aim (today / this morning) is to ...*
  - what your topic is

*I'm going to talk about ... / The topic of my presentation is ...*
  - what points you will cover

*My presentation will be in 3 parts.*

*First I'll talk about / deal with ...*

*Then / Next / Secondly, I'll consider / deal with ...*

*Thirdly / Finally, I'll ....*
  - when the listener can ask questions

*If you have any questions, please feel free to interrupt me.*

*Finally, I'd be glad to answer any questions you may/might have.*

- B.** A clear signal at the start of each part of the **Body** of the presentation:

*Let me begin with ...*

*Right Now if we turn to ...*

*O.K. Let's deal next with ... + topic*

*So This brings me to ...*

*I would like to go on to ...*

- C.** A clear summary/conclusion at the end of each part of the Body of the presentation, in which you restate your main point:

*To summarise, ...*

*To conclude / In conclusion ...*

- D.** A **Conclusion** in which you:

- \* repeat your main points
- \* give your main conclusion

- E.** An **Ending**:

*Well, that's all I have to say.*

*Thank you for your attention.*

*If you have any questions, I'll do my best to answer them.*