Oh! My English

Stand out, Have No Fear, Have Your Say

Advanced Business

Presentations

Introduction and Main body

Objectives

- Present yourself and your job
- Explaining the objectives and duration of a presentation
- Starting a presentation
- Making a clear and effective introduction
- Moving from one point to another
- Moving backwards and forwards
- Handling or avoiding interruptions and questions

Preparation!

- Preparation is everything!

- With good preparation and planning you will be totally **confident** and less nervous. And your audience will **feel** your confidence. Your audience, too, will be confident. They will be confident in **you**. And this will give you **control**. Control of your audience and of your presentation.

- With control, you will be 'in charge' and your audience will **listen positively to your message**.
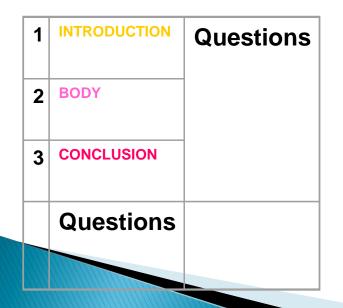
Structure

A well organized presentation with a clear structure is easier for the audience to follow. It is therefore more effective. You should organize the points you wish to make in a logical order. Most presentations are organized in three parts, followed by questions:

Beginning	**Short introduction**	•welcome your audience •introduce your subject •explain the structure of your presentation •explain rules for questions
Middle	**Body of presentation**	•present the subject itself
End	**Short conclusion**	•summarise your presentation •thank your audience •invite questions
Questions and Answers		

Most presentations are divided into 3 main parts (+ questions):
As a general rule in communication, repetition is valuable. In presentations, there is a golden rule about repetition:

1. **Say what you are going to say,**
2. **say it,**
3. **then say what you have just said.**

1	INTRODUCTION	Questions
2	BODY	
3	CONCLUSION	
	Questions	

In the introduction, you tell your audience what your message is going to be.

In the body, you tell your audience your real message.

In the conclusion, you summarize what your message was.

Introduction

The introduction is a very important - perhaps the most important - part of your presentation. This is the first impression that your audience have of you. You should concentrate on getting your introduction right. You should use the introduction to:

1. **welcome your audience**

2. **introduce your subject**

3. **outline the structure of your presentation**

4. **give instructions about questions**

The following table shows examples of language for each of these functions. You may need to modify the language as appropriate.

Function	Possible language
1 Welcoming your audience	•Good morning, ladies and gentlemen •Good morning, gentlemen •Good afternoon, ladies and gentleman •Good afternoon, everybody
2 Introducing your subject	•I am going to talk today about... •The purpose of my presentation is to introduce our new range of... •My presentation will be divided into four parts
3 Outlining your structure	•To start with I'll describe the progress made this year. Then I'll mention some of the problems we've encountered and how we overcame them. After that I'll consider the possibilities for further growth next year. Finally, I'll summarize my presentation (before concluding with some recommendations). My presentation should last about 15 minutes
4 Giving instructions about questions	•Do feel free to interrupt me if you have any questions. •I'll try to answer all of your questions after the presentation. •I plan to keep some time for questions after the presentation.

Main Body

Function	Language
Introducing the subject	•**I'd like to start by...** •**Let's begin by...** •**First of all, I'll...** •**Starting with...** •**I'll begin by...**
Finishing one subject...	•**Well, I've told you about...** •**That's all I have to say about...** •**We've looked at...** •**So much for...**
...and starting another	•**Now we'll move on to...** •**Let me turn now to...** •**Next...** •**Turning to...** •**I'd like now to discuss...** •**Let's look now at...**
Analysing a point and giving recommendations	•**Where does that lead us?** •**Let's consider this in more detail...** •**What does this mean for ABC?** •**Translated into real terms...**
Giving an example	•**For example,...** •**A good example of this is...** •**As an illustration,...** •**To give you an example,...** •**To illustrate this point...**
Dealing with questions	•**We'll be examining this point in more detail later on...** •**I'd like to deal with this question later, if I may...** •**I'll come back to this question later in my talk...** •**Perhaps you'd like to raise this point at the end...** •**I won't comment on this now...**
Summarising and concluding	•**In conclusion,...** •**Right, let's sum up, shall we?** •**I'd like now to recap...** •**Let's summarise briefly what we've looked at...** •**Finally, let me remind you of some of the issues we've covered...** •**If I can just sum up the main points...**
Ordering	•**Firstly...secondly...thirdly...lastly...** •**First of all...then...next...after that...finally...** •**To start with...later...to finish up...**

Continue presenting your job and responsibilities.

•Practice using the language on this page.

•Talk about each of your responsibilities, and move from one to another with the language necessary.

•Be sure to give an example of each.

Concluding

Use the conclusion to:
1. **Sum up**
2. **(Give recommendations if appropriate)**
3. **Thank your audience**
4. **Invite questions**

The following table shows examples of language for each of these functions.

Function	Possible language
Summing up	•To conclude,... •In conclusion,... •Now, to sum up... •So let me summarise/recap what I've said. •Finally, may I remind you of some of the main points we've considered.
Giving recommendations	•In conclusion, my recommendations are... •I therefore suggest/propose/recommend the following strategy.
Thanking your audience	•Many thanks for your attention. •May I thank you all for being such an attentive audience.
Inviting questions	•Now I'll try to answer any questions you may have. •Can I answer any questions? •Are there any questions? •Do you have any questions? •Are there any final questions?

Conclude your presentation. **Don't forget to summarize what you have said.**

Will you invite questions now ?

Questions

Objectives

- Inviting questions
- Handling questions
- Avoiding questions

How to handle questions

- Understanding and answering questions is often the most difficult part of a presentation.

- You may want to ask your audience to keep their questions for the end so that you can hopefully answer most of them with the content of your presentation.

- Try to predict what questions could be asked. In this way you can prepare your responses in advance

- Sometimes we cannot always answer (or understand?) every question the way we would like.   In this case it's useful to have some techniques and expressions ready!

Survival Tactics

When you….

- Have your facts wrong!
- Go too fast!
- Have forgotten something!

- Are too complicated!

- Are talking nonsense!

- Don't know the English word!

- Sound wrong (auto correction)!

- Have no time!

You say…

- Sorry what I mean is…
- So, let's just recap on that…
- Sorry, I should just mention one thing…
- So basically what I'm saying is….
- Sorry, perhaps I didn't make that quite clear
- Sorry, what's the word I'm looking for?

- Sorry, let me rephrase that

- So, just to give you the main points here

end