

Presentations

Structure and Useful Phrases

Structure

Team Leader

- Welcome audience.
- Introduce yourself and your partner(s).
- Briefly summarize topic and raise interest.
- Briefly indicate who will tell the audience what.
- Hand over to next speaker.
- Summarize and thank the audience at the end of the presentation.
- Welcome questions and field them.

Language for the team leader

Introduction

- Good afternoon, ladies and gentlemen.
- My name is
- I'd like to introduce my colleague: Maria Outlook, head of the market research department.
- Today we will be showing you ...
- Maria will ... and I will ...
- I'd like to begin by ...ing
- Next we shall...
- After that we want to ...
- We'll be developing three main points...
- First ... Second ... etc.
- Our presentation will be in two parts. In the first part Maria Outlook will ... And then I will ...

Passing on to the first speaker

- And now I'd like to hand over to Maria.
- And now I'd like to ask Maria to ...

Passing on to the next speaker

- Thank you Maria.
- Now / Next Maria will ...
- And now I'd like to ask Maria to ...

Summarizing

- Today we have shown you ...
- I'd like to conclude by -ing ...
- I'd like to finish by -ing ...
- In conclusion ...
- Finally ...
- To sum up then ...
- So, as we've seen in this presentation today, ...
- As we've explained, ...
- Thank you very much for your attention.

Questions

- Thank you. If there are any questions we shall do our best to answer them.
If you have any questions, we'd be pleased to answer them.
I'd (we'd) be happy to answer any questions.
I (we) would welcome any comments / suggestions.
- That's a very interesting question.
- I'd like to pass that question on to Maria.
- I think Maria would be in the best position to answer that question.
- Have I answered your question?
- I'm sorry, we can't answer that question just now, because ...

Finishing

- We are confident that ...
- On behalf of the team, I'd like to thank you very much for your interest in our presentation.

Language for the team members

Taking your turn and expressing purpose

- Thank you ...
- Thank you As ... said, I would like to talk about
- I'll be talking to you about ...
- My purpose today is to ...
- What I want to do today is to ...

Explaining

- We have considered ...
- We have looked at ...
- There are two alternatives ...
- The first option is to ...
- There are two reasons/explanations for this. First ... Second ...
- This is/can be explained by two factors. First,... Second, ...
- This is due to ... and also to ...
- One reason for this is ...
- Another reason is ...
- One way to solve this problem is ...
- Another is to ...

Interpreting information

- Our research shows ...
- The figures indicate that ...
- A key problem is ...
- The evidence is ...

Expressing opinions

- | | | | |
|----------------------|--------|---------------------|--------|
| • We believe ... | (that) | It seems to us ... | (that) |
| • We think ... | (that) | We feel ... | (that) |
| • It is our view ... | (that) | We tend to feel ... | (that) |
| • Our opinion is ... | (that) | | |

Handing back to the team leader or the next speaker

- I'd like to hand back to ...
- Now Peter Toolbox will explain ...