

# **GIVING PRESENTATIONS**

**SAY WHAT YOU ARE GOING TO SAY,  
SAY IT,  
SAY WHAT YOU HAVE SAID.**

# **I. “SAY WHAT YOU ARE GOING TO SAY” – INTRODUCTION**

- 1.** Greet the audience and introduce yourself.
- 2.** Introduce the subject, establish contact.
- 3.** Give the plan and timing.

## II. “SAY IT” – THE BODY OF THE PRESENTATION

1. Develop your points.
  - a) Do the signposting.
  - b) Deal with visuals.
  - c) Check understanding.

# **III. “SAY WHAT YOU HAVE SAID” – FINISHING THE PRESENTATION**

- 1.** Summarize.
- 2.** Deal with questions.
- 3.** Give contact information or references.

# I. INTRODUCTION

## 1. GREETING THE AUDIENCE AND INTRODUCING YOURSELF

**Use the appropriate style of communication.**

*“Hi, guys!”*

*”Hello, dear friends.”*

*“Good morning, colleagues.”*

*“Good morning, ladies and gentlemen.”*

**Introduce yourself**

*“My name is...”*

*“I’m (a/an)...”*

# I. INTRODUCTION

## 1. GREETING THE AUDIENCE AND INTRODUCING YOURSELF

**Why do we have to listen to you?**

- I have the necessary knowledge.
- I have the necessary experience.
- I want to give you the information that is important for you.

# I. INTRODUCTION

## 2. INTRODUCING THE SUBJECT, ESTABLISHING CONTACT

### Strategy 1

**Asking a rhetoric question + announcing the subject**

*“Have you ever wondered what kind of electric motor takes you to the university in a trolleybus or washes your clothes in a washing machine?”*

*In my presentation today I’m going to tell you about different types of electric motor and describe the principles they work on.”*

# I. INTRODUCTION

## 2. INTRODUCING THE SUBJECT, ESTABLISHING CONTACT

### Strategy 2

**Giving some interesting facts and figures +  
announcing the subject**

*“Do you know that in 2017 the number of people using the Internet in our country reached 87 million people that makes 71% of population?”*

*In my presentation today I’ll be talking about different kinds of computer networks and their role in our life.”*



# I. INTRODUCTION

## 2. INTRODUCING THE SUBJECT, ESTABLISHING CONTACT

### Strategy 3

**Asking the audience to do something + announcing  
the subject**

*“Please, raise the hands those who know what the abbreviations CAD and CAM mean. Yes, I see. Nobody does...”*

*After my presentation you’ll know it because today I’d like to speak about Computer-Aided Design and Computer-Aided Manufacturing.”*

# I. INTRODUCTION

## 3. GIVING THE PLAN AND TIMING

*“I’ll be developing two/three main points:*

- First, I’ll talk about...*
- Then, I’ll inform you about...*
- Finally, I’ll give you some information on...”*

*“My presentation will take 10 minutes and then I’ll answer your questions.”*

## II. THE BODY OF THE PRESENTATION

### 1. DEVELOPING POINTS. SIGNPOSTING

**Signposting** [*'sain,pəʊstɪŋ*]- задание ориентиров

**Signposting language** is the words and phrases that people use in order to guide the listener coherently through what is being said.

#### **Introducing the first point:**

*“I’ll begin by telling you about...”*

*“Let’s start with...”*

#### **Passing over to the next point:**

*“So that’s the general picture for... and now let’s look at...”*

*“That completes my overview of... so now I’d like to move on to...”*

## II. THE BODY OF THE PRESENTATION

### 2. DEVELOPING POINTS. DEALING WITH VISUALS

#### Basic rules:

- Use the “Rule of Seven”: *No more than 7 words in a line, no more than 7 lines in a slide.*
- Do not overload a slide with information.
- Use no more than 3 colours: 2 basic and one extra.
- Do not read a slide, just comment on it.
- Do not turn your back to the audience when dealing with a visual.

## II. THE BODY OF THE PRESENTATION

### 2. DEVELOPING POINTS. DEALING WITH VISUALS

#### Useful phrases:

*“Look at the picture/graph/table. It shows...”*

*“The next slide shows...”*

*“This chart compares...”*

#### Note!

**Graph** – график. Shows interconnected data.

**Chart** – диаграмма, схема. Gives visual representation of data.

**Table** – таблица

## **II. THE BODY OF THE PRESENTATION**

### **3. CHECKING UNDERSTANDING**

“Are you with me?”

“Do you follow me?”

“Do I make my meaning clear?”

“OK so far?”

“Shall I repeat the figures?”

“Shall I get back to the previous slide?”

“Can you see it OK?”

# III. FINISHING THE PRESENTATION

## 1. SUMMARISING

*“So, to summarise...”*

*“So, to sum up...”*

*“At this stage I’d like to go over the main points again.”*

*“So, as we’ve seen in this presentation today...”*

# III. FINISHING THE PRESENTATION

## 2. DEALING WITH QUESTIONS

**You are ready to answer the questions:**

*“Now, I’d be happy to answer your questions.”*

**You can’t or don’t want to answer the question:**

*“Unfortunately, the information on the subject is limited at the moment.”*

*“Unfortunately, I’m not in the position to answer this question.”*



# III. FINISHING THE PRESENTATION

## 3. GIVING CONTACT INFORMATION OR REFERENCES

*“For more detailed information, please look up the information on our site (site address).”*

*“In the folder which I’ll be distributing you’ll find copies of...”*

***Thank you for your  
attention!***