

HOW YOU BEGIN YOUR PRESENTATION

INTRODUCTION

Is your presentation

- **FORMAL**
- **INFORMAL**

**NB! Most audiences prefer
a relatively informal
approach**

Why do we use
A SIGNALLING
LANGUAGE?

Signalling language (**signposting**)

- **helps to orientate the audience**
- **provides clearer structure**
- **signposts the route through a presentation**

Opening a speech

- *First of all, let us consider*
- *Let us begin with/by ...*
- *To begin, ...*
- *I propose to consider first ...*
- *The first thing that must be said is/needs to be said that ...*
- *It would be useful to consider ...*
- *Let us first of all look at ...*
- *The first question that arises is ...*
- *The first point ...*

Marking the stages

- *Next, ...*
- *Then ...*
- *The second/third ... point ...*
- *The following/ next/second/third..
part*
- *The second/third factor*

Concluding a speech-1

- *To sum up ...*
- *To recap ...*
- *In the final analysis*
- *All in all ...*
- *What conclusions can be drawn from all this?*
- *The conclusions which can be drawn from ... are ...*

Concluding a speech-2

- *The most sensible/satisfactory/convincing conclusion ...*
- *All this goes to show ...*
- *The lesson to be learned from ...*
- *The final/inescapable conclusion ...*
- *Ultimately/finally*
- *It would appear, then*
- *I have demonstrated/shown that...*
- *To conclude, ...*
- *In conclusion, ...*

STATING YOUR PURPOSE

- do this clearly and effectively
- use a few simple **presentation verbs:**

**Take a look at..., report on...,
give an overview of ...**

Introducing the topic

- *The subject of this talk/presentation ...*
- *I'm going to talk about ...*
- *My topic today is ...*
- *I 'd like to talk today about ...*

SIGNPOSTING-useful verbs

- **to move on, to expand on**
- **to digress, to go back**
- **to recap, to conclude**
- **to turn to**
- **to elaborate on**
- **to summarise**

Outlining the structure

- *There 3 main points to consider ... first I'll talk about ... then ...and finally ...*
- *I am going to divide my talk into 3 sections...*
- *I have divided the talk into three (four, etc.) sections...*

Presenting the talk's organization

- *The first part of my talk will concern/
will deal with ...*
- *Firstly, I'd like to talk about...*
- *To start with, I want to go over...*

Presenting the talk's organization

- *Secondly, I'm going to look at...*
- *Thirdly, I shall review...*
- *Then, consider...*
- *Finally, I shall be talking about...*

Closing a point or selection or Changing the subject

- *Well, I think that's all I want to say on ...*
- *I think that concludes what I have to say about ...*
- *Moving on now to ...*
- *Let me turn now to ...*
- *If we can now look at ...*

Linking subjects in your talk /Referring back

- *As I said earlier, ...*
- *As I mentioned earlier, ...*
- *As we saw earlier, ...*
- *I will be coming back to this later.*
- *I will return to this point later.*
- *Later, I will be talking about ...*

Involving your audience

- *As you all know ...*
- *As I'm sure you are all aware
(of) ...*

Checking that your listeners understand

- *Are you with me so far?*
- *Is that clear?*

Giving examples

- *For example ...*
- *For instance ...*
- *Such as ...*
- *X can be shown/
illustrated/exemplified by ...*

Analysing

- *The main explanation for this is ...*
- *A particular reason is ...*
- *A key problem ...*
- *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 ...*

Giving your opinion

- *My (own) (personal) view (on this matter) is that ...*
- *Personally. I think that ...*
- *The way I look at it is this: ...*
- *As far as I can see, ...*

Signalling the end

Summarising

- *So, we have looked at ... and we've seen that...*
- *To put it in a nutshell, ...*
- *To put it briefly,...*
- *To summarise, I 'd like to ...*

Thanking the audience

- *I would like to thank you for your interest and attention.*
- *Thank you (very much) for your attention.*

SURVIVAL TACTICS

- **don't panic**
- **pause**
- **sort out the problem**
- **continue**