

# MASTERING PRESENTATION SKILLS



# STRUCTURE OF PRESENTATION





## I. GREETING THE AUDIENCE

- Good morning / afternoon.
  - On behalf of myself and company...,  
I'd like to welcome you.
- Hello! / Hi! Everyone. Nice to see you again. / Good to see you all



## 2. INTRODUCING YOURSELF

I'm ... (name, position, company)

My name is



### 3. ATTRACTING THE AUDIENCE'S ATTENTION



- tell a personal story
- offer an amazing fact
- use a quotation
- ask a question
- state a problem

## 4. INTRODUCING THE TOPIC

- Today we will talk about...
- My subject today is ...
- I'd like to talk to you about ...
- I'm going to tell about ...
- I'm going to tell you about the ideas we've come up with for ...
- I'd like to outline the ... I've developed for you

## 5. AIM OF THE PRESENTATION



- By the end of my presentation, you will have clear idea of ...
- By the end of my talk, you will understand how / why ...
- I hope, you will understand the importance of ... in your



## 6. OUTLINING THE STRUCTURE OF YOUR TALK

- There are three parts to my presentation
  - I've divided my presentation into three parts
  - My presentation is in three sections
  - My talk is in three parts:
    - Firstly, I'll give you some basic information
    - Secondly, I'll talk about ...
    - Next / Last of all, I want to look at our ...
    - Finally, I'll tell you ...



- I'll start with ...
- Then move on to ...
- And finish with ...



- I'm going to begin  
by  
giving you an  
overview of ...

- Then I'll go on to  
tell you  
about ...

- And finally I'll  
explain ...





## 7. INFORMATION

### 7.1 EMPHASISING

- I'd just like to highlight ...
- I'd like to stress the importance of ...

### 7.2 INTRODUCING NEW INFORMATION

- Here's some basic information ...
- Let me add some figures ...
- let's look at some statistics ...
- What are our strengths?





## 7.3 REFFERING TO VISUALS

- Let's look at the chart.
- Let me draw your attention to the table.

## 7.4 COMMENTS

- I think that's interesting because ...
- I think what this means is ...

## 7.5 CHANGING SUBJECT



## 8. ENDING THE PRESENTATION. CONCLUSION

- To conclude, I want to tell you ...
- As conclusion I'd like to say ...





# INVITING QUESTIONS

- Are there any questions?
- If there is anything you are not clear about, go ahead and ask any questions you want.
- If you have any questions, please don't hesitate to ask.



**Thank you for attention!**



**See you later!**

**Yours,  
S.I. Merkulova**