


How to Make a Good Presentation

Учитель английского
языка Мананникова Н.
Н.



How to address

- Good morning, ladies and gentlemen!
- Dear friends!
- Dear classmates!

How to start giving ideas on the topic concerned

- The topic of my (our) presentation today is.....
- The main topic of my presentation is.....
- I would like to talk about.....
- I am going to talk about.....
- Thank you for giving me the opportunity to tell you about.....
- If you have any questions during my presentation, please stop me...

- Let's look at some ways of...
- I shall start my presentation ,by asking you questions.
- I'd like to explain.....
- In the first part of my presentation, I'll describe...
- After that I'll talk about.....
- Finally I'll show you.....

How to proceed to the main idea

- First I'd like to talk about.....
- I'd like to draw your attention to.....
- Now I'd like to move on to.....
- Next, let me describe.....
- I'd now like to turn to.....
- Finally, let me explain.....



- For example....
- For instance....
- The first... The second...The third....
- First...
- Next...
- Then....
- After that....
- Finally....

Connecting words

- Consequently.....
- Because.....
- In addition.....
- However.....
-but.....
- Also.....
- Although.....
- Therefore.....
-so.....
- Since.....
- Because of.....
-and.....

Ending the presentation

- In conclusion let me remind you....
- I'm sure you'll agree that....
- In addition to that....
- Before I (we) end...
- In future we plan.....
- In summary, I've explained.....
- I therefore recommend.....

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- Thank you for your kind attention (for listening).
 - I (we)'ll be happy to answer all your questions at the end of my (our) presentation.

Describing Visual Aids

- In my first slide I'd like to show you....
- If you look at the screen you can see...
- The horizontal (vertical) axis is....
- The left side shows....
- The third row (column) contains....
- On the right is....
- As you can see.....

- This is the.....
- Here is the....
- This clearly shows....
- This is important because....

Presentation Evaluation

- Date _____
- Name _____
- Topic _____
- 5-excelent 4-Great
- 3-Good effort 2-Needs improvement
- 1-Lack of effort

	5	4	3	2	1
Introduction					
Posture (Stance)					
Eye Contact					
Pronunciation					
Projection Level					
Voice Inflection					
Speed of Speech					
Content					
Length of Speech					
Ending					
Use of Visual Aids					