

Presentation

I. Introductory remarks

II. Useful phrases for presentation

I. Introductory remarks

The **purpose** of this section is

- to provide you with advice on how to organize your presentation,
- to offer lists of suitable phrases for introducing yourself and your topic, indicating the beginning and the end of a part of the presentation, signalling the end of the presentation and summarizing the main points.

Useful hints: - speak clearly, not very quickly, using short sentences,
- keep and do not lose eye contact with the audience,
- control your body gestures.

Sessions **are usually opened by the Chair**, who also **introduces the speakers**. When there is no Chair, the speaker begins his/her presentation with an opening phrase and an introduction of himself/herself. When there is a Chair, do not forget to address him/her first.

II. Useful phrases for presentation

1. Openings

Mr Chairman/Madam Chairman.

Good morning/afternoon ladies and gentlemen.

Hello everybody. (less formal)

First of all, let me thank you all for coming here today.

It's a pleasure to welcome you here today.

I'm delighted that so many of you could make it today.

It's good to see you all here. (less formal)

2. Introducing yourself

Let me introduce myself./Allow me to introduce myself. I'm/My name is ...

Hello, my name is ... (less formal)

Your position/function/role

As some of you may know, I'm head of the department of ...

I'm doing research into ...

I'm the project manager in charge of ...

I'm a PhD student at ...

3. Timing (if the Chair has not already covered this) and opportunity for questions

My presentation will take/last about 20 minutes.

There will be time to ask questions at the end of my presentation.

We'll have/There'll be about 10 minutes for questions at the end of my presentation.

I'll be happy to answer any questions after my presentation.

If you have any questions, I'll do my best to answer them at the end.

Or (depending on the conference rules):

If you have any questions, feel free to interrupt me at any time.

Feel free to ask questions at any time during the talk.

4. Introducing your presentation

Saying what you will be speaking about

I'd like to/I'm going to/I want to ... speak about/talk about/tell you about/discuss ...

I'd like to tell you something about ...

I'm here today to talk to you about ...

I'm here today to tell you something about ...

What I'd like to talk to you about today is ...

I'd like to explain to you what/ how/why ...

I'd like to describe ...

I'd like to give you an account of (e.g. the progress of our project)

Why should your audience listen to your presentation?

My presentation will be of special interest to those of you who are involved in ...

My topic is particularly relevant to you who ...

Stating the aims and objectives of your presentation

The purpose/aim/objective of my presentation is to ...

Our goal/aim was to develop/design/model/determine/optimize ...

Today I'd like to give you an idea of the work we have been doing ...

In my presentation I'll focus on ...

What I want to show you today is ...

Useful opening techniques

- Rhetorical questions

Is research into ... important/essential for ...?

Is there any easy solution to ...?

Is the ... theory applicable to ...?

Do we need another method for ...?

- Interesting facts

Did you know that ...?

According to an article I read recently ...

- Stories

At a conference in Austria a few months ago ...

I remember the first time ...

Overview

I've divided/I'm going to divide my presentation into three main parts/sections.

I'm going to deal with three aspects of the process: first I'll talk about ..., second ..., and third

...

First I'll be looking at ...

I'll begin by/I'll start off by... discussing/describing/explaining ...

At the beginning/At the start I'll ...

Then I'll move on to ...

Then/next/after that I'll ...

I'll finish off by (-ing)

I'll end/conclude with a/the ...

At the end I'll ...

5. Main part of your presentation

Beginning the first part/section

Well, let's start with ...

As I said before, the first part/section of my presentation deals with/is devoted to ...

Saying what's next

Let's now move on to/turn to ...

That brings me to the second part/section.

This leads directly to the second part/section.

That brings me/leads directly to my next point.

This brings us to the next question.

The next aspect I'd like to consider is ...

Let's now take a look at ...

I'd now like to turn to ...

Indicating the end of a part/section

This brings me to the end of the first part/section.

That's all I want/wanted to say about ...

Linking by asking rhetorical questions

So, what does this mean?

What conclusion can we draw from this?

So, what can we do about this?

Summarizing a point

Before I move on, I'd like to recap a few main points.

Let me briefly summarize the main issues.

I'd like to summarize what I've said so far.

Referring back

As I said before, ...

As I mentioned earlier, ...

Let me come back to what I said before.

Let's go back to what we were discussing earlier.

As I've already explained, ...

As I pointed out in the first section, ...

Adding ideas

In addition to this, I'd like to say that ...

Moreover/Furthermore, there are other interesting facts we should take a look at.

6. Concluding the presentation and summarizing

I'm now coming to/approaching/nearing the end of my presentation.

This brings me to the end of my presentation.

That covers just about everything I wanted to say about ...

As a final point I'd like to ...

Finally, I'd like to highlight the fact that ...

Finally, I'd like to draw your attention to one key issue.

I'd like to finish by saying ...

In conclusion, I'd like to ...

Unfortunately, I seem to have run out of time, but before I finish I'd just like to quickly run through the main points again.

*Before I finish, let me go over the key issues again.
Just to summarize the main points of the experiment ...
I'd like to run through/go over the key/main points of my presentation once more.
OK, to sum up then, we ...
So/Well, to sum up ...
So, to remind you of what I covered, ...*

7. Thanking the audience

Thank you/Thanks for your attention.

8. Inviting questions

*(Are there) any questions?
If there are any questions, I'll be pleased to answer them.
And now I'll be happy to answer any questions you may have.
I am ready for your questions now.
Your questions are welcome.
We just have time for a few questions.*

EXERCISES

I. Correct the following sentences.

- 1. Good morning, ladies and gentlemen.
.....
- 2. My today's talk will be about ...
.....
- 3. I choose an interesting topic for my talk.
.....
- 4. I'm the Ph.D. student.
.....
- 5. I'm now in doctoral study.
.....
- 6. Currently I have been studying a PhD degree.
.....
- 7. I study on West Bohemian University/Czech Technical University.
.....
- 8. I've divided my presentation in three parts.
.....
- 9. First part is about ...
.....
- 10. At the first I'm going to deal with ...
.....
- 11. I'll start with describing ...
.....
- 12. Then I'll move on Part II.
.....
- 13. This brings us to next section.
.....
- 14. Next part deals with ...
.....
- 15. Other point to make is ...
.....
- 16. Second thing I'd like to say is ...
.....
- 17. So what this means?/So what is this mean?
.....
- 18. What we can do about this?
.....
- 19. Which conclusion can we draw from this?
.....
- 20. Before I move on, I'd like to recap few more points.
.....
- 21. Let me briefly summarize main issues.
.....
- 22. How I said before ...
.....

23. How I have already explained ...

24. On Fig. 1 is shown/there is shown ...

25. The Fig. 1 shows ...

26. First column in this table ...

27. The data on the fourth row ...

28. I'm afraid I didn't caught that.

29. The paper is concerned about environmental issues.

II. Translate.

1. Dovolte, abych se představil.

..

2. Zabývám se výzkumem obnovitelných zdrojů energie.

3. Má prezentace bude trvat deset minut.

4. Na konci mé prezentace bude čas na otázky.

5. Můžete se ptát během přednášky.

6. Dnes budu hovořit o větrné energii.

7. Cílem mé prezentace je dát vám představu o našem výzkumu.

8. Rozdělil(a) jsem svou prezentaci na čtyři části.

9. Ve své prezentaci se soustředím na výhody a nevýhody větrné energie.

10. Po krátkém úvodu přejdu k výzkumu prováděném v naší laboratoři obnovitelných zdrojů energie.

11. V první části se budu zabývat některými teoretickými aspekty.

12. Přejdeme nyní k metodám měření, kterých jsme použili.

13. Jak jsem již řekl, tato metoda má výhody i nevýhody.

14. Rád bych se vrátil k tomu, co jsem řekl již dříve.

15. A teď se podívejme na výsledky a závěry.

.....
16. Jaké závěry můžeme vyvodit z těchto výsledků?

.....
17. Rád bych shrnul, co jsme vám dosud řekl.

.....
18. Závěrem bych vám chtěl poděkovat za pozornost.

.....
..

19. A nyní velmi rád zodpovím vaše otázky.
.....

III. Think of a topic for your presentation and the parts you would divide it into. Practise the framework of a presentation. Complete the template below.

Your topic:

Its parts:

Greet and welcome the audience: a) on a formal occasion

.....
b) on a less formal occasion

.....
Introduce yourself: a) on a formal occasion

.....
b) on a less formal occasion

.....
Give information about the timing of your presentation

.....
Give information about question time: a) after the presentation

.....
b) during the presentation

.....
Introduce your topic (in one or two sentences)

.....
Give an overview of your presentation (a list of parts/sections)

.....
Indicate the beginning of the first part/section

.....
Indicate in three different ways that you have finished one part/section of your presentation and are moving on to the next part

.....
.....
.....
Conclude the presentation and summarize your main points

Thank the audience

.....

Invite questions

.....