

INTRODUCTION



In order to make a good and effective oral presentation in English, you need to use some specific words and phrases to guide your audience through the content of your talk. These words are usually known as signposts and are quite handy when you have to introduce a topic, move from one idea to another or present your conclusions.

Signposting during your presentation will help you to provide your audience a route so that they can follow your talk without missing relevant information or getting confused. A good presenter will usually use a lot of signpost language, so it is a good idea to learn a few of the most common signpost words and phrases. Signpost language is usually fairly informal, so it is relatively easy to understand.

Let's talk

1. Introductions

A good introduction is an essential part of any presentation. Normally, presenters use introductions to achieve many different functions such as:

1. Greeting the audience
2. Expressing the purpose of their talk
3. Providing an outline of their presentation
4. Giving the timing
5. Handling questions

In the next box, you can find several words and phrases you can use to achieve each of the functions we just mentioned:



1. Greeting the audience

- Good morning / afternoon, ladies and gentlemen.
- Good morning / afternoon, everyone.
- Hello, ladies and gentlemen, thank you for coming…



2. Expressing the purpose

- The subject/topic of my talk is…
- I'm going to talk about…
- My topic today is…
- My talk is concerned with…
- The topic of today's meeting is…
- My purpose/objective/aim today is…
- What I want to do this morning/afternoon/today is…
- I'm here today to…



3. Providing an outline of their presentation

- I'd like to give you a brief outline of my presentation…
- Here is the agenda for the meeting…
- My presentation consists of the following parts…
- The presentation is divided into five main sections…
- To start with / Firstly, I'd like to look at…
- Then / Secondly, I'll be talking about…
- Finally, I'll be looking at…



4. Giving the timing

- My presentation / talk / will take/last about 30 minutes.



5. Handling questions

- At the end of my talk, there will be a chance to ask questions.
- I'll be happy to answer any questions you have at the end of my presentation.
- There will be a Q&A session after the presentation.
- Please feel free to interrupt me if you have any questions.
- I will be happy to answer your questions at any time during the presentation.

2. Making transitions

Another essential part of any presentation is 'transitioning' to a new section which means moving from one part of your presentation to another one. Why is this so important? Mainly because you need to give cues to signal the end of a section in order to help your listeners understand the structure and follow the main points.
Let's check some useful transition phrases shown in the following chart:



Making transitions

- I'd like to move on to another part of the presentation…
- Now I'd like to look at…
- Let's now move on to / turn to...
- I now want to go on to...
- This leads / brings me to my next point, which is...
- So far we have looked at... Now I'd like to...



More useful phrases

To introduce an example:

- For example,...
- A good example of this is...
- As an illustration,...
- To give you an example,...
- To illustrate this point...

To restate or summarize:

- What I'm trying to say is...
- Let me just try and sum that up before we - move on to...
- So far, I've presented...

3. Referring to visual aids

Another important thing to consider when delivering an oral presentation is being able to refer to the visual aids you are using appropriately. Usually, visual aids include pictures, graphics, posters, handouts, Power Point presentations, among others. Let's see some useful language to refer to your visual aids during your presentation.



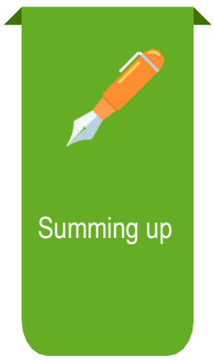
Referring to visual aids

- As you can see here...
- Here we can see...
- If we look at this slide...
- This slide shows...
- If you look at the screen, you'll see...
- This table / diagram / chart / slide shows...
- I'd like you to look at this...
- Let me show you...
- Let's (have a) look at...

4. Concluding

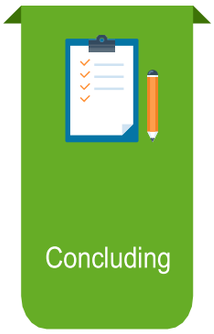
As we mentioned before when we talked about introductions, the conclusions section of your presentation is expected to help you achieve different purposes. Mainly, in this part, you need to sum up the most important points of your presentation, conclude, present a closure and invite questions from your audience.

Let's check what words and phrases we can use to conclude our presentation.



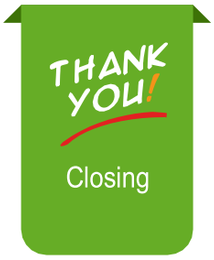
Summing up

- Let's summarize briefly what we've looked at…
- I'd like to recap…
- I'd like to sum up the main points…
- Summing up...
- To summarize...
- So, to sum up...
- To recap...
- Let me now sum up.



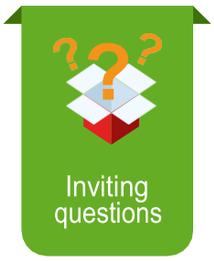
Concluding

- In conclusion
- Let me end by saying...
- I'd like to finish by emphasising...
- In conclusion I'd like to say...
- Finally, may I say...
- In short ...
- So, to remind you of what I've covered in this talk, …



Closing

- Thank you for your attention / time.
- Thank you (for listening / very much).



Inviting questions

- I'm happy to answer any questions.
- Does anyone have any questions or comments?
- Please feel free to ask questions.
- Would you like to ask any questions?
- Any questions?

Let's read and write:

OUTLINING ORAL PRESENTATIONS

A good way to prepare your oral presentation is by writing an outline. Outlines are plans for doing things and they normally include, in the form of a list, a series of characteristics or steps to complete a task or a project.

When giving an oral presentation, it is always a good idea to have an outline since it can help you:

- Stay focused
- Keep you on topic
- Remember all of your main points



Remember that every presentation should have an introduction, a body consisting of main points and ideas, and a conclusion. This structure should be represented in your outline. Let's have a look at some useful instructions to complete an oral presentation outline format.

Keep in mind that an outline do not need to include all the information your will present during your talk, instead it can have cue words that represent ideas. This way you can easily check your paper and know where you are in your presentation.



Oral Presentation Outline

Introduction

(introduce yourself**)**

- **Title of presentation:**

Write here a title for your presentation. Keep in mind that the title you choose must be related to the topic of your talk in a direct way or in a figurative sense. It should be short but clear enough to make your audience identify what your presentation is going to be about.

- **Presentation topic, purpose or objectives, and main idea:**

Write here the topic of your presentation so you can relate it later to your audience and state the purpose of your talk or the main goal you want to achieve by delivering this presentation. Then, preview the main points your will elaborate on during your talk. This will help you identify the key ideas you will communicate to your audience.

Body

- **Background information about topic or assignment:**

The body of your presentation is the most important part of it since it includes the main points and ideas you will introduce to your audience.

Use this section to make a brief introduction to the topic of your talk. Start by presenting some background information related to the project you have been working on during your studies for example. Remember that the purpose of introducing this background information is to provide a context to your audience so they can better understand what you are going to be talking about

- **Specific details, explanations or descriptions of topic (there may be more than three).**

Explanation and detail #1:
Explanation and detail #2:
Explanation and detail #3:

Write here the main ideas you will be relating to during your presentation as well as the details you will use to support those ideas. If you are going to talk about an information system you have been working on, some main points about it could be:

- System description
- System design process
- System advantages and benefits for users

Closing

- **Closing statement or summary about your topic or assignment: Question requests from audience:**

Write here how you plan to conclude your presentation by briefly summarizing the main points you talked about during your presentation. Include a closing statement and invite your audience to ask questions.

