

## Language for Presentations

<b>Language Function/Strategies</b>	<b>Language Forms</b>
<b>Saying hello</b>	Good morning, ladies and gentlemen. Good afternoon, everyone. Right,....
<b>Introducing yourself</b>	My name is... and I'm from X group... I'm .... and I'm representing Group A...
<b>Expressing purpose</b>	My purpose/objective/aim today is.... What I want to do this morning is... I'm here today to...
<b>Signposting</b>	This talk is divided into four main parts: First,../ Let me begin with/To start with/Firstly, I'd like to look at... Then, I'll be talking about ... Thirdly,..../My fourth point will be about... Finally, I'll be looking at...
<b>Schedule</b>	My/Our presentation/talk will take/last about 20 minutes. Once I have explained what it is that we are selling, my teammate will answer any questions about price and availability....
<b>Inviting questions</b>	If anyone has any questions, please feel free to interrupt at any time. If you have any questions, please stop me at any time, and I will be happy to answer them. Please stop me at any time if you have any questions.
<b>Discouraging questions</b>	At the end of my talk, there will be a question and answer session. I would appreciate it if you would ask your questions then. I'll be happy to answer any questions you have at the end of my presentation.
<b>Asking check-up questions</b>	Are you with me so far? Is everyone with me? Is that clear to everyone? Before I go on, are there any questions about...?
<b>Moving on</b>	Let's now move on to/turn to... I now want to go on to... This leads/brings me to... I'd now like to move on to/turn to... So far we've looked at ....Now, let's look at...
<b>Using rhetorical questions</b>	What should we do? ( <i>pause</i> ) How much would it cost? ( <i>pause</i> )
<b>Giving examples</b>	Let me give you an example. such as... for instance...
<b>Summarizing</b>	What I'm trying to say is... Let me just try and sum that up before we move on to...
<b>Making comparisons</b>	It's as if.. It's like..
<b>Painting word pictures</b>	Imagine... Suppose... Just try to imagine this situation....
<b>Using Visual Aids</b>	I'd like you to look at this.. Let me show you.../As you can see... If you look at the screen, you'll see...

<b>Using Visual Aids (continued)</b>	This table/diagram/chart/slide shows... On the right/left you can see... Have a look at... I'll let you read this one. ( <i>pause</i> )
<b>Stressing a point</b>	It is very important that we... We must... (other examples of ways to stress a point include stretching vowels, using adverbs like <i>really</i> , <i>extremely</i> , <i>completely</i> , <i>very</i> etc, repeating words, stressing certain words by saying them slower or louder)
<b>Summing up</b>	So, to sum up,... To summarise,... To recap,... Let me now sum up.
<b>Concluding</b>	Let me end by saying... I'd like to finish by emphasizing.. In conclusion, I'd like to say... Finally, may I say...
<b>Making a recommendation</b>	So, what I would suggest is that we... So, I would recommend that...
<b>Handouts</b>	I'll be distributing the handouts in a few moments. The handouts are over by the door. Copies of my slides will be given out in a minute...
<b>Questions at the End</b>	If you have any questions or comments, I'll be happy to answer them. Are there any more questions? I'll be happy to answer any questions, but I'd like to hold the last few minutes for a summary. If anyone has any questions or comments to start us off ...
<b>Closing</b>	Thank you for your attention/time. Thank you for listening. Thank you very much.