

Parts of a presentation



Put the phrases under the correct headings

- a) I'm going to talk about / tell you about
- b) thank you for your attention
- c) We can see that
- d) I'm Tom Huber from Allied Industries and it's a pleasure to be with you today
- e) We've looked at X, Y and Z
- f) Let's look now at
- g) It's my view that
- h) Good morning / afternoon
- i) I'll be happy to answer any question you may have
- j) I've discussed X, Y and Z
- k) It seems clear that
- l) the purpose of my talk is
- m) I want to turn now to

Headings:

Starting your presentation

- Greet your audience
- 1)
- Introduce yourself
- 2)
- Say what you're going to do
- 3)
- 4)
- Move to a new point
- 5)
- 6)

Ending your presentation

- remind your audience of your main points
- 7)
- 8)
- Make your conclusion
- 9)
- 10)
- 11)
- Thank your audience
- 12)
- Invite questions
- 13)