



Presentation skills

Stating your purpose



Mix and match

| | |
|---|---|
| 1 | When you want to make your next point |
| 2 | When you want to change to a completely different topic |
| 3 | When you want to give more details about a topic |
| 4 | When you want to talk about something which is off the topic of your presentation |
| 5 | When you want to refer back to an earlier point |
| 6 | To just give the outline of a point |
| 7 | To repeat the main points of what you have said |
| 8 | For your final remarks |

| | |
|---|---|
| A | I'd like to conclude by leaving you with this thought... If I may conclude by saying that... |
| B | If I could just summarize a few points from this document I don't have a lot of time left so I'm going to summarize the next few points. |
| C | I'd like to digress here for a moment and just say a word of thanks to M. for organizing this meeting Digressing for a moment, I'd like to say a few words about our problems in Chicago |
| D | I'd like to expand more on this problem we have in Chicago Would you like me to expand a little more on that or have you understood enough? I don't want to elaborate any more on that as I'm short of time |
| E | Moving on to the next point I'd like to move on to the next point if there are no further questions |
| F | I'd like to turn to something completely different let's turn now to our plans for next year |
| G | Going back to something I said earlier, the situation in Chicago is serious I'd like to go back to something Jenny said in her presentation |
| H | I'd like to quickly recap the main points of my presentation Recapping quickly on what was said before lunch, ... |



Complete the sentences with the words below

I'd like to [] to something completely different.

[] for a moment, I'd like to say a few words about Chicago.

I'd like to [] to the next point if there are no further questions.

[] to something I said earlier, the situation in Chicago is serious.

I don't want to [] any more on that as I'm short of time.

I'd like to [] here for a moment and just say a word of thanks to Bob.

I'd like to [] more on this problem in Chicago.

Let's [] now to our plans for next year.

[] to the next point.

Would you like me to [] a little more on that?

- turn move on expand elaborate Moving on
Digressing expand digress Going back turn

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Today I'd like to talk

I'm going to be reporting

First, let's take a look

First, I will tell

The object of this morning's talk is to
show you

I'd like to outline the new

I'd like to quickly fill you

Firstly, I would like to give you a brief

The results highlight our strengths

I'm now going to go on to discuss

on our results last quarter.

in on what has happened.

overview of the situation.

policy and give you some practical
examples.

you about the present situation, then go
onto what we are going to do.

at what we have achieved so far.

about our plans for the new site.

how to put the theory into practice.

our options in more detail.

and our weaknesses.



Mix and match

increase

to shoot up

take off

pick up

fall

slump

level off

fluctuate

to stop falling or rising

to change continuously

to drop suddenly

to start being successful or
popular

become smaller in size or number

to become larger or higher

to increase in number or size very
quickly

to improve