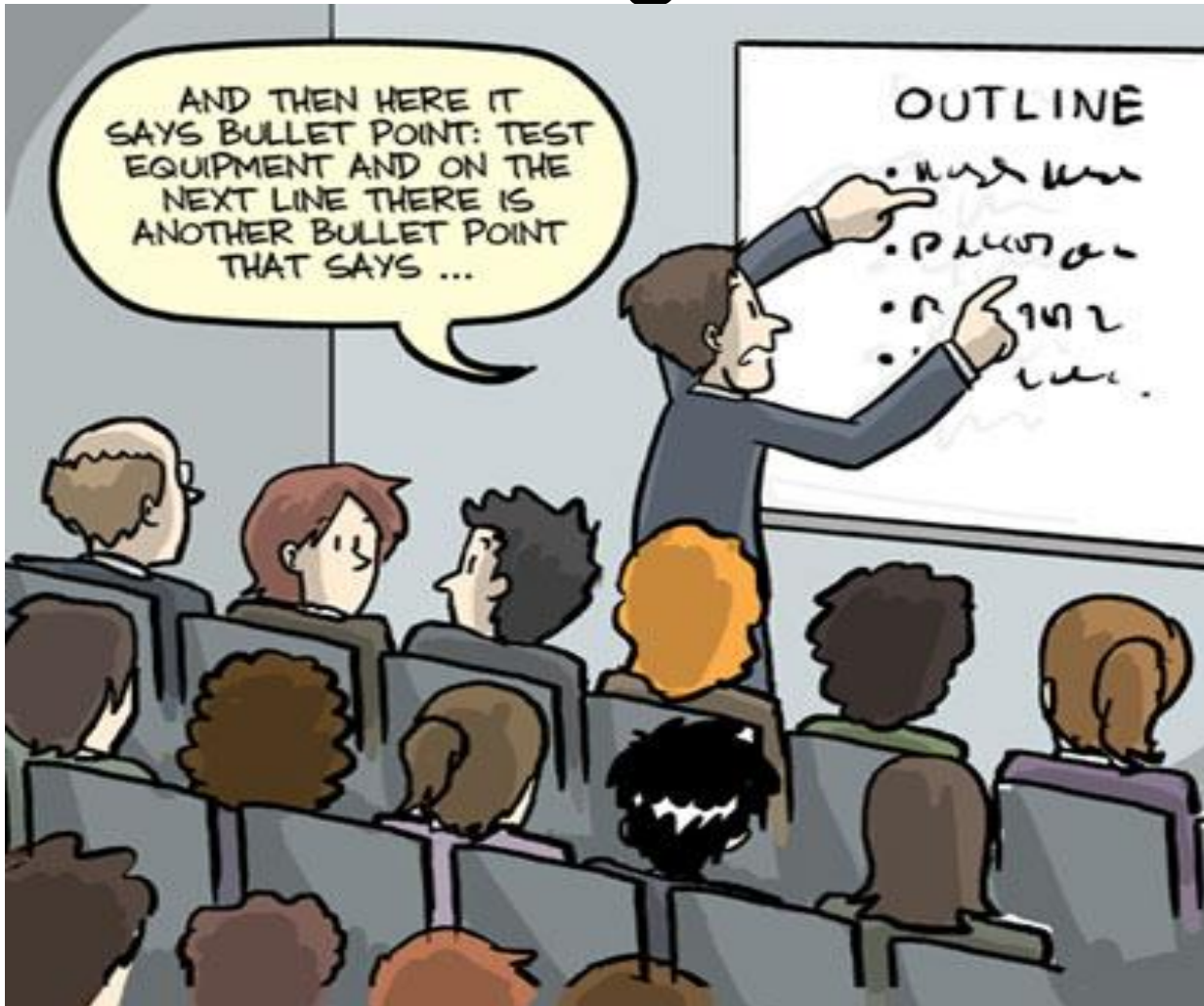


# How to Structure a Presentation in English



# The Structure of Presentations

- Greet Audience
- Introduce Yourself
- Outline your talk
- Move to the Body
- Summarize Main Points
- Conclude
- Invite Questions
- Accept Questions and Comments

# Greeting the Audience



- *Good Morning / Good Afternoon*

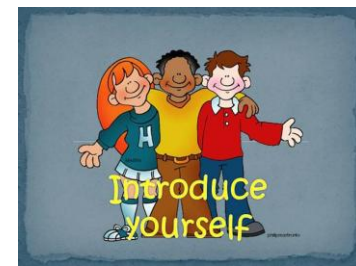
# Introducing Yourself

## In A Company

- My name's ..... and I represent ABC Ltd. I'm here today to talk to you about.....
- My name's ..... and I'm from ABC Ltd. I'm here today to explain.....

## ANTEC Presentations for the BAC

- My name's ..... and I'm going to talk about / present the ..... project that I've been working on for ..... months.



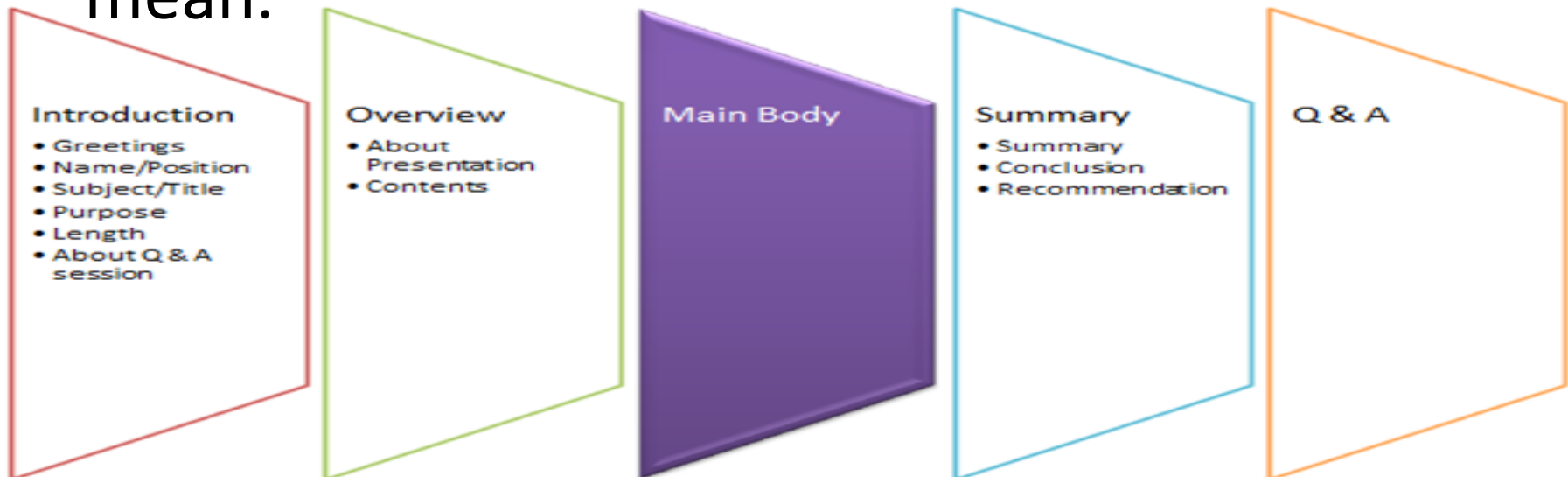
# Outlining your Talk

- I've divided my talk into ..... parts.
- In the first part I'll look at .....  
The second part will deal with....  
In the final part I'll.....



# The Main Body

- I'd like to start now by looking at.....
- Let's turn now to.....
- Moving on to my next point...
- I'd like to show you an example of what I mean.



# Summarizing

- What we have looked at today is.....
- I'd like to end now by summarizing the main points of my talk.



# Conclusion

- Thank you for your attention.





# Inviting Questions

- I'll be happy to answer your questions now.
- If you have any questions, I'll be pleased to answer them now.

