

GIVING A PRESENTATION

OUTLINE

- **Introduction** – Introduce what you will be presenting, let audience know there will be time for questions at the end
- **Overview** – give a general outline of your presentation
- **State Points** – Give your points in logical sequence, giving explanations and exceptions
- **State Results**
- **Summarize**
- **Close** – relate the beginning of the presentation to the end
- **Questions** – ask the audience if they have any questions

<p>Introduce the topic</p> <p>Today, I will be talking about</p> <p>As you all know</p> <p>I'm going to take a look at/examine</p> <p>Today, I will be concentrating on</p>	<p>Adding more points</p> <p>Firstly</p> <p>First of all</p> <p>Secondly / Thirdly</p> <p>Finally</p> <p>In addition</p> <p>What is more</p> <p>Another point to consider is</p> <p>I'd like to move onto</p> <p>That's all I have to say about that, now I'd like to move onto</p> <p>Now I'd like to look at</p> <p>This leads me to my next point</p>	<p>Relating end to the beginning</p> <p>So I hope you're clearer on</p> <p>To return to the original question</p> <p>So if we look at what I said in the beginning ..</p>
<p>Overview</p> <p>The issues I want to mention/discuss</p> <p>It is important to begin by saying</p> <p>There are a number of things to consider when looking at the issue of.....</p> <p>It makes sense to start by</p>	<p>Summarizing</p> <p>I've talked about</p> <p>That brings me to the end of my</p> <p>Well, that's about it for now. We've covered</p> <p>To sum up</p> <p>In general</p> <p>On the whole</p>	<p>Close</p> <p>In conclusions then, it is clear that</p> <p>To conclude, therefore, I would say that</p>
<p>Stating points</p> <p>In my opinion</p> <p>I consider important because</p> <p>In my view</p> <p>I think that</p> <p>The main reason I've chosen is</p> <p>On the one hand on the other hand</p> <p>An important point to consider is</p>	<p>Questions</p> <p>Thank you for your attention, I'd be glad to answer any questions you might have.</p>	<p>Unable to answer questions</p> <p>That's an interesting question, I don't actually know, but I'll get back to you later.</p> <p>Good question! I really don't know!</p> <p>What do you think?</p> <p>Unfortunately I'm not the best person to answer that.</p>

If things go wrong:

Let me say that another way

Put another way, that means

Perhaps I can rephrase that

What I mean to say is