

Introducing a Presentation

OPENING A PRESENTATION

Welcoming the audience

Good morning/afternoon, ladies and gentlemen.

Hello/Hi, everyone.

First of all, let me thank you all for coming here today.

I'm happy/delighted that so many of you could make it today.

Introducing yourself

Let me introduce myself. I'm Dave Elwood from ...

For those of you who don't know me, my name's ...

As you probably know, I'm the new HR manager.

I'm head of logistics here at Air Spares.

I'm here in my function as the Head of Controlling.

Saying what your topic is

As you can see on the screen, our topic today is ...

Today's topic is ...

What I'd like to present to you today is ...

The subject of my presentation is ...

Explaining why your topic is relevant for your audience

My talk is particularly relevant to those of you/us who ...

Today's topic is of particular interest to those of you/us who ...

My/The topic is very important for you because ...

By the end of this talk you will be familiar with ...

- ! Remember to use words like *we*, *us*, and *our* to highlight common interest.

Introducing a Presentation

STRUCTURING A PRESENTATION (1)

Most formal – and many informal – presentations have three main parts and follow this simple formula:

- 1 Tell the audience what you are going to say! = Introduction
- 2 Say it! = Main part
- 3 Tell them what you said! = Conclusion

There are several ways you can tell the audience what you are going to say.

would like + infinitive

Today I'd like to tell you about our new plans.

This morning I'd like to bring you up to date on our department.

going to + infinitive

I'm going to talk to you today about new developments in the R & D Department.

This afternoon I'm going to be reporting on the new division.

will + infinitive

I'll begin by explaining the function.

I'll start off by reviewing our progress.

After that, I'll move on to my next point.

will be + verb -ing

I'll be talking about our guidelines for Internet use.

During the next hour we'll be looking at the advantages of this system.

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STRUCTURING A PRESENTATION (2)

The purpose of the introduction is not only to tell the audience who you are, what the talk is about, and why it is relevant to them; you also want to tell the audience (briefly) how the talk is structured. Here are some useful phrases to talk about the structure.

I've divided my presentation into three (main) parts: x, y, and z.

In my presentation I'll focus on three major issues.

First (of all), I'll be looking at ..., second ..., and third ...

I'll begin / start off by explaining ...

Then / Next / After that, I'll go on to ...

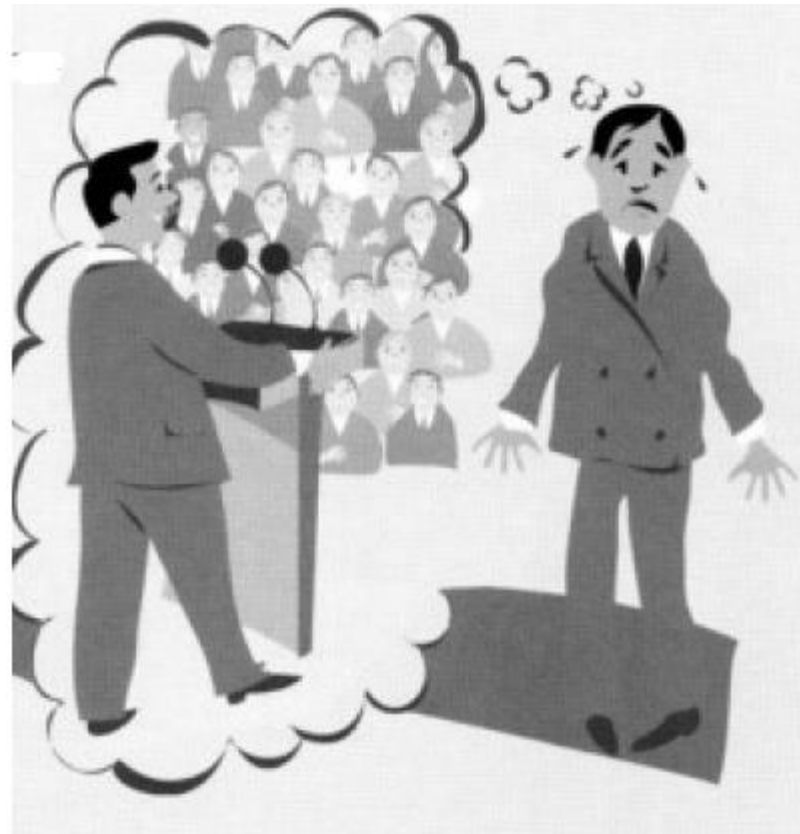
Finally, I'll offer some solutions.

- ! The most common way to structure a presentation is to have three main parts, and then subdivide them into (three) smaller sections.

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Dealing with nervousness

- 1 Prepare well.
- 2 Learn to relax.
- 3 Check out the room.
- 4 Know your audience.
- 5 Concentrate on the message.
- 6 Visualize success.



Introducing a Presentation

Presentation 2

- 5 I'm happy that so many of you could _____ today at such short _____.
- 6 As you can see on the _____, our _____ today is project documentation.
- 7 This is extremely _____ for all of us who are directly _____ in international project management, right?

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4 Match these less formal phrases with the more formal phrases in the table.

What I want to do today is ...

I know you are all very busy ...

As you know, I'm ...

OK, shall we get started?

It's good to see you all here.

Hi, everyone.

Today I'm going to talk about ...

In my talk I'll tell you about ...

More formal

Good afternoon, ladies and gentlemen.

Today I would like to ...

Let me just start by introducing myself. My name is ...

It's a pleasure to welcome you today.

In my presentation I would like to report on ...

The topic of today's presentation is ...

I suggest that we begin now.

I'm aware that you all have very tight schedules ...

Less formal

1

2

3

4

5

6

7

8

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Complete the sentences with the words in the box.

after • all • areas • divided • finally • start • then • third

1

I'll be talking to you today about the after-sales service plans we offer. I'll _____¹ by describing the various packages in detail. _____² I'll go on to show you some case studies. _____³, I'll discuss how you can choose the best plan to meet your customers' needs.

2

I've _____⁴ my talk into three main parts. First of _____⁵, I'll tell you something about the history of our company. _____⁶ that I'll describe how the company is structured and finally, I'll give you some details about our range of products and services.

3

I'd like to update you on what we've been working on over the last year. I'll focus on three main _____⁷: first, our joint venture in Asia; second, the new plant in Charleston. And _____⁸, our redevelopment project.

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Complete the sentences with the prepositions in the box.

about • at • for • into • of • on • to • with

- 1 Thank you _____ coming all this way.
- 2 I've divided my presentation _____ three parts.
- 3 First of all, I'll give you an overview _____ our financial situation.
- 4 First, we'll be looking _____ the company's sales in the last two quarters.
- 5 In the first part of my presentation I'll focus _____ the current project status.
- 6 Point one deals _____ APG's new regulations for Internet use.
- 7 Secondly, I'll talk _____ our investment in office technology.
- 8 After that I'll move on _____ the next point.

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Match the two parts to make typical sentences from the introduction.

- | | |
|-------------------------------------------|---------------------------------------------------|
| 1 For those of you who don't know me, | a to take notes. Everything is on the handout. |
| 2 Feel free to | b about 10 minutes. |
| 3 This won't take more | c I'm Bob Kay in charge of the software division. |
| 4 I'll be passing out | d ask questions at any time. |
| 5 This part of the presentation will take | e for questions after my talk. |
| 6 I'll start off by giving you | f an overview of our product range. |
| 7 There's no need | g handouts in a few minutes. |
| 8 There will be time | h than 20 minutes of your time. |

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Put the words in the right order to make sentences with expressions from this unit.

- 1 shall OK get we started
- 2 my today subject presentation of satisfaction is the customer
- 3 will presentation thirty my about take minutes
- 4 issues on three focus I'll
- 5 by looking of status will the current project we the start at
- 6 that did know popular China car is this very in you