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Giving a presentation

Saying what your presentation will show

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| I’d/We’d like to tell you something about …  My/Our talk is in … parts.  Part one is about …  Part two is about … (…)  In the last part I’ll/ we’ll talk about …  First I’ll/we’ll …  Then I’ll/we’ll …  Finally, I’ll/we’ll …  Today I’d/We’d like to talk about …  My/Our presentation is about …  The subject of  my/our talk is …  I’ll/We’ll try to answer your questions at the end. |

Thank you for listening.

Does anyone have any questions?

Well, that brings us to the end of my/our talk. Are there any questions?

I’d/We’d like to summarise/  
recap the main points again.

So, to sum up.

Giving ‘signals’ while you talk

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| OK, so we’ve looked at … Now I’d/we’d like to talk about …  Let’s turn now to …  That was the first point. And now number two. …  Let’s look now at …  Now let’s move on to …  That’s all I/we have to say so let’s turn to … |

Using visuals

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| On this slide you can see …  As you can see in/from …  If you look at …  here, you’ll see …  This slide/picture/diagram shows … |

Summarising at the end and asking for questions

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| So, to sum up.  I’d/We’d like to summarise/ recap the main points again.  Well, that brings us to the end of my/our talk. Are there any questions?  Thank you for listening.  Does anyone have any questions? |