Presentations English

Signposting language for presentations in English: opening and introducing the topic, moving between sections, talking about charts and figures, emphasizing key points, concluding and handling questions.

Model dialogue

Presenter	Good morning, everyone. Thanks for being here. Today I'm going to talk about our new delivery app.
Presenter	My presentation is divided into three parts: the problem, our solution, and the results so far.
Presenter	Let's start with the problem. Last year, one in five customers complained about late deliveries.
Presenter	As you can see from this chart, complaints fell sharply after we launched the app in June.
Presenter	To sum up, the app has cut complaints by half. Thank you for your attention. Are there any questions?
Manager	Yes. How much did the project cost in total?
Presenter	That's a great question. I don't have the exact figure right now, but I'll get back to you this afternoon.
Manager	Perfect, thank you.

Key vocabulary

Word	Meaning	Example
slide	one page of a presentation	Let's look at the next slide.
audience	the people listening to a talk	The audience was very interested.
handout	a printed page given to the audience	I'll send the handout after the meeting.
figure	a number, especially in statistics	The figures for May are very good.
trend	the general direction of change	There's a clear upward trend.
outline	a short description of the main points	Here's an outline of my talk.
rehearse	to practice before a performance	I rehearsed the presentation twice.
key point	one of the most important ideas	Let me repeat the three key points.

Useful phrases

Opening

Good morning, everyone. Thanks for being here.	greeting the audience
Today I'm going to talk about our results for the first quarter.	introducing the topic
My presentation is divided into three parts.	giving the structure
Feel free to ask questions at any time.	inviting questions during the talk
I'll be happy to answer any questions at the end.	asking for questions at the end

Moving between sections

Let's start with the background.	beginning the first point
Moving on to the next point, ...	changing section
That brings me to the question of cost.	linking two sections
As I mentioned earlier, ...	referring back

Describing charts and figures

As you can see from this chart, ...	introducing a visual
Sales rose sharply in March.	describing a big increase
Costs fell slightly over the summer.	describing a small decrease
The number of users remained stable.	no change
This represents an increase of 12 percent.	giving a figure

Emphasizing and concluding

What's really important here is customer loyalty.	emphasizing
To sum up, we had a strong first quarter.	concluding
Thank you for your attention.	ending the talk

Handling questions

That's a great question.	welcoming a question
I'm not sure I understand. Could you rephrase that?	asking for clarification
I don't have that information right now, but I'll get back to you.	when you don't know

Practice and role-play

A. Complete the phrases

Write one word in each gap.

1. My presentation is _____ into three parts.
2. Moving _____ to the next point, ...
3. As you can see from this _____, ...
4. Sales rose _____ in March.
5. The number of users remained _____.
6. To sum _____, we had a strong first quarter.
7. That _____ me to the question of cost.
8. I don't have that information right now, but I'll get _____ to you.

B. Correct the mistakes

Each sentence has one mistake. Rewrite it correctly.

1. I will talk you about our plans.

2. Sales raised in March.

3. As you can see in this graphic, ...

4. Thank you for your attention, any question?

C. Role-play

Student A. Give a two-minute presentation about a product, place or service you know well. Use an opening, three signposts, one figure, and a conclusion.

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Student B. You are in the audience. Listen, take notes of the three main points, and ask one difficult question at the end.

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Answer key

A: 1 divided · 2 on · 3 chart · 4 sharply · 5 stable · 6 up · 7 brings · 8 back

B: 1 I'm going to talk to you about our plans. · 2 Sales rose in March. · 3 As you can see from this chart, ... · 4 Thank you. Are there any questions?