

SIGNIFICANT STEPS IN PRESENTATION

INTRODUCTION

- ☛ **Greeting** e.g. Good morning my friends and Aj.
Welcome to my talk.
- ↓
- Introducing oneself** e.g. My name is I'm from Group. This group has members: K....., K....., and K..... .
- ↓
- Title/Topic** e.g. The topic of my/our today's talk is Lamphraya floating market.
- ↓
- Purpose/Objective** e.g. The purpose of this talk is to introduce and invite you to this famous floating market.
- ↓
- Parts of the talk & Timing** e.g. The talk will take about 10 minutes and is divided into parts
First, K..... will talk about.....
Next, K..... will describe
Then, K..... will tell you
Finally, I will summarize about this topic.
- ↓
- Questions Allowance** e.g. - If you have any question during my/our talk, please feel free to stop me/us anytime.
or - If you have any question, I/we'll be happy to answer any of your questions at the end of our talk.

BODY

- ☛ I'm now explaining to you about In my first slide, I'd like to show you the history of the market. You can see on the screen that
Next, K..... will talk about

Ending

- **Concluding** e.g. Lamphraya floating market which is located at Nakornpatom province has been well-known among tourists since You can go there by bus, car, or by train. It's operated only at weekends from AM. - PM. **That covers all I/we wanted to say today.**
- **Closing** e.g. Thank you for listening.
- **Inviting questions** e.g. I/We'll be glad to answer any questions. [Pause] If there are no questions, I/we'll finish here. Thank you very much.

Audiences give the speaker/s round of applause [a big hand].

Sample Presentation Dialogue

First person (Introduction and Scope)

Good morning, everyone. My name is _____. With me are my group members _____, _____, and _____.(Each person named should come in front quickly and be recognized, then exits immediately after. At this instance, the "about us / student's profile" part of the website can be shown.)

Today we are going to present_____. The purpose of our presentation is to inform everyone about the

(Make a general comment about your project. Say something interesting to stimulate audience's attention and interest.)

In our presentation, _____ show you

(1) _____

(2) _____

(3) _____

, and (4) _____.

Then _____ will talk about the survey we conducted about _____

_____ and _____.

Then after that, _____ will conclude the presentation and will entertain some questions that you might have.

Now let me give the floor to _____ to start off the presentation.

Second person: Thank you very much _____ Now, allow me to brief you about _____ Next, _____ will talk about _____

Introduction: (Tell people what you are going to tell them.)

Good morning, everyone. My name is _____. With me are my group members _____, _____, and _____.

Today we are going to present _____. The purpose of our presentation is to inform everyone about the

(Make a general comment about your project. Say something interesting to stimulate audience's attention and interest.)

Scope:

In my presentation, I will show how impractical the use of a mobile phone is and how it could be improved. Then I will use visuals to help you imagine how the mobile phone could be redesigned. After that, I will explain additional benefits that come with the new design.

Body: (Tell them.)

(moving from one section to the next)

Let's begin by looking at the modern mobile phone and then see its impracticalities.

Let's me move on to my new design of the mobile phone.

This brings me to the next topic.

or begin with a question to introduce new part and answer it.

What are the benefits of having a now design? Well,

(introducing a visual aid)

This is a drawing of a prototype that I designed.

As you can see,

Conclusion: (Tell them what you told them.)

Now let me summarize what we have presented today.

(Just say a word or two about each part of your presentation)

First, we

Thank you so much for listening to our presentation. We would love to hear your comments or answer your questions.

Third person: Thank you very much _____.

These are the results of the survey we conducted on

One of the questions was:

As you can see

Another question was

As you can see

The most interesting question was

As you can see

That was about the survey. Now, let me show you

Thank you very much. Now let me give _____ to wrap up the presentation

Fourth Person (Conclusion and Answer Portion)

Thank you very much _____.

Now let me summarize what we have presented today.
(Just say a word or two about each part of your presentation.)

First, we gave you a glimpse of the following:

(1)

(2)

(3)

(4)

Then we showed the Survey Results.
Finally, we presented the

That ends our presentation today.

Thank you so much for listening to our presentation. We would love to hear your comments or answer your questions. (Make sure you are ready to answer any questions. Prepare for possible questions and answers.)

THE LANGUAGE OF PRESENTATIONS

The following is a list of useful expressions that can be used for any type of presentation

EXPRESSING PURPOSE	
I'm here today	
My purpose is to	(state purpose)
My target today is to	

SEQUENCING AND LISTING	
To begin with	I'd like to look at ...
First (ly),	
Second (ly),	I want to ...
Next,	I'm going to
Furthermore,	
Moreover,	
Finally,	I will

INTRODUCING FACTS AND EVIDENCE	
Look at	this chart.
Let me show you	this graph.
I'd like to show you	etc.

LINKING CAUSE AND EFFECT	
	A) Cause to effect:
The	caused ...
The	resulted in ...
The	was brought about by ...
The	was the reason for ...
	B) Effect to cause:
The	was caused by ...
The	resulted from ...
The	was the result of ...
The	was due to the ...

MOVING ON TO A NEW POINT	
I'd like to move on to	
This brings me to	(state the new point)
I want to move on to	

LOOKING BACK

As I said before

Let's go back to

(re-state previous point)

I'd like to go back to a previous point, if I may.

REFERRING

With reference to

With regard to

From the point of view of

EXPRESSING OPINIONS

I believe that

It is my opinion

(state opinion)

I feel

EXPRESSING CERTAINTY

I have no doubt that

(state point of certainty)

No one could argue that

It cannot be denied that

It is common knowledge that

DIGRESSING

Let me digress for a moment.

In passing, I'd like to say

If I could digress for a moment,

REINFORCING A POINT

In addition to this

(state the point)

Furthermore,

But more important (ly)

But above all

DISAGREEING

I disagree with

(state what you disagree with)

I cannot agree

I'm afraid I cannot agree

Unfortunately, I cannot agree

I acknowledge the point, but

I have some reservations regarding

JUSTIFYING DECISIONS

Owing to	we have ...
Because of	they have ...
As a result of	we will ...

ELIMINATING ALTERNATIVES

We have decided against _____	because
We reject _____	because of
We rule out _____	because

MAKING RECOMMENDATIONS

We recommend that	(state recommendation/s)
We urge you to	
We strongly recommend	
Based on our research, you should	
To remedy the situation, you must	

SUMMING UP

To sum up	(summarize main points)
Before I conclude, I'd like to recap the points I have covered today.	
Let me recap.	
Allow me to sum up.	

CONCLUDING

Let me end by saying	(end quickly)
In conclusion,	
Finally,	

CLOSING

Thank you for listening.	
Thank you for your time today.	

CALLING FOR QUESTIONS

If you have any questions, feel free to ask.	
I'd now like to answer any questions you may have.	
And now, I'd like to call for questions from the audience.	