**GUIDELINES**

**FOR**

**ORAL PRESENTATION**

**STRUCTURE FOR AN ORAL PRESENTATION**

A good oral presentation is well structured, this makes it easier for the listener to follow.

Basically there are three parts to a typical presentation: the begnning, the middle and the end ( or introduction, body and conclusion). We are going to look at each part and present the language needed to express in every part.

Mark just one or two expression in each category, and then use them as you rehearse for your upcoming presentation.

1. **INTRODUCTION**

The beginning of presentation is the most important part. It is when you establish a rapport with the audience and when you have its attention.

1. **Welcoming audience**

* Good morning, dear colleagues. First of all, let me thank you all for being here today.
* Hello, thank you for coming. Let’s begin.
* Good morning, everyone
* Let me start by saying thanks to all of you for your interest in this presentation.

1. **Introducing yourself**

* As you all know, I’m....
* My name is......
* I’m (function).
* For those of you who don’t know me, I’m.....
* As you probably know, my name is.....I’m....

1. **Introducing your purpose (give title)**

* Today, I’d like to talk about......
* I’m here today to present.......
* The subject of my presentation is........
* As you can see on the screen, our topic today is......
* The theme of my talk is.......

NB: Estimed the time it will take, exp: I will speak for 15 minutes

1. **Give your objectives** **(purpose, aim, goal)**

* By the end of this presentation. You’ll know the details...
* The objective is to bring you up to date with the latest......
* By the end of this presentation, you’ll know enough about........

1. **Giving overview**

* I’ve divided my presentation into 3 parts.
* First, I’ll......
* Second, I’ll.....
* Last, I’ll......

Or

* To begin, I’ll...
* After, I’ll.....
* Finally, I’ll....

1. **Transition between introduction and body**

Now let us turn to the first point……

Let us now begin with…….

1. **BODY**
2. **content**

Give all information about your purpose. In most case you will have to limit the content, as time usually given.

1. **Signposting or signaling where you are**

Indicate the end of one section and the beginning of the next.

* That’s all I would like to say about…. (Subject or point one) and now let us turn to…..
* Now that we have seen….let us turn to……

1. **Clarifying**

* Sorry, let me just clarify……..
* Sorry, let me explain……..
* Sorry, let me rephrase that……..
* What I meant is ……..

1. **Introducing visuals**

* As you can see……
* Let’s have a look at…..
* On this chart you can see……

1. **Giving examples**

* For example…….
* For instance……
* To illustrate…..
* A good example of this is….

1. **CONCLUSION**
2. **Content**

The end or the conclusion of your presentation should include four parts:

1. **Concluding**

* At this stage I would like to run through\ over the main points…..
* To conclude I’d like to summarize \ sum up…….
* So, as we have seen today……..
* In conclusion I would like to say that……

1. **Inviting questions**

* I’d be happy to answer any questions...
* If there are any questions please feel free to ask.
* Now I try to answer any questions you may have.
* Are there any more questions?
* Are there any final questions?

1. **Thanking the audience**

* Thanks very much.
* Thanks so much.
* Thank you for being such an attentive audience.
* Thank you for being a great audience.