

Presentations Vocabulary Advice and Useful Phrases

Choose one of the words below and give some advice about presentations that you think your partner(s) might agree with. What are their reactions to your opinion?

| | |
|---------------------------------------|-------------------------------|
| (Line) graph | (Pie/ bar) chart |
| (Radio) mic (= Microphone) | (Special) effects/ Animation |
| Aim/ Purpose/ Thesis statement | Apology/ Apologise |
| Applause | Attendee/ Audience |
| Attention | Beam |
| Body language/ Eye contact | Brainstorm |
| Break | Bullet point |
| ClipArt | Column/ Row |
| Conclude/ Conclusion/ Ending/ Closing | Diagram |
| Dias/ Stage | Drink |
| Empathising/ Connecting | Equipment |
| Fidget | Figure |
| Flipchart | Font |
| Greet/ Greetings | Hand out/ Pass out/ Give out |
| Hand over | Heading/ Title |
| Hook | Interrupt |
| Intonation | Introduce/ Introduction |
| Joke | Key/ Caption |
| Laptop | Lectern |
| Lights | Memorise |
| Move on | Nerves |
| Notes | Overhead projector (OHP) |
| Pace | Pause |
| Photocopy/ Handout | Picture |
| Planning | Point/ Pointer/ Laser pointer |
| PowerPoint | Projector |
| Q&A/ Questions | Quote/ Quotation |
| Read something out | Remote control |
| Rhetorical question | Row |
| Script | Signalling |
| Size | Slide |
| Stages/ Staging | Summary/ Summarise |
| Survey | Switch |
| Table | Technical problems |
| Text | Thanks |
| Time | Topic/ Subject |
| Visuals | Voice |

Write down useful phrases for giving presentations connected to some of the situations above or using some of the words above.

Write down useful phrases using these words and expressions from the list above:
(Line) graph/ (Pie/ bar) chart/ Diagram/ Table/ Picture

Attend/ Attendee/ Audience

Attention

Bullet point

Column/ Row

Figure

End

Conclude/ Conclusion

Title

Interrupt

Introduce/ Introduction

Joke

Quote/ Quotation

Move on

Notes

Question

Slide

Summary/ Summarise/ Sum up

Time

Topic

Write down useful phrases connected to these situations that you gave advice about.

Greetings

Checking everyone can hear and see

Having problems with the equipment

Handing things out

Creating a “hook” to get the audience’s attention straightaway and keep it

Suggested answers**Phrases using the vocabulary****(Line) graph/ (Pie/ bar) chart/ Diagram/ Table/ Picture**

This... represents/ shows...

You can see from this... that...

Attend/ Attendee/ Audience

It's nice to see so many familiar faces in the audience.

I really didn't expect so many attendees.

Thank you for attending...

Attention

I'd like to draw your attention to...

Thank you for your kind attention.

Bullet point

These three bullet points are...

Column/ Row

The columns/ rows represent...

Figure

These figures come from...

Figure One is/ shows/ comes from...

End

I'd like to end with...

That is the end of my presentation. Thank you for listening.

Conclude/ Conclusion

In conclusion,...

I'd like to conclude by...

From the information I have given you, we can conclude that...

Title

The title of my presentation is...

I'd like to start by explaining the title of my presentation.

Interrupt

If anything isn't clear, please feel free to interrupt me at any time.

Introduce/ Introduction

I should probably start by introducing myself. I...

I only have time to quickly introduce the topic, but I'll give some suggestions for further reading at the end

Joke

A joke that was popular last year/ when I was at school was...

Maybe the most famous Groucho Marx joke is...

As the joke goes,...

Quote/ Quotation

I'd like to quote...

There's a famous quotation that says...

Move on

Moving on to the next slide/ topic/ point,...

If there are no more questions, I'll move on to...

Notes

Let me just take a look at my notes.

Question

Are there any questions (so far)?

If you have any questions,...

I will now answer any questions you may have.

Slide

The next slide shows...

Moving on to the next slide...

..., which is the topic of the next slide.

Summary/ Summarise/ Sum up

To sum up,...

To summarise,...

Time

I seem to have run out of time, but if you have any questions please come up and talk to me afterwards.

I don't have enough time to explain this in detail, but...

Topic

The topic of my presentation is...

I chose this topic because...

I think this is an important/ interesting topic because...

Phrases related to the vocabulary but not using the words**Greetings**

Hi/ Hello/ Good morning/ Good afternoon/ Good evening

... everyone/ ladies and gentlemen.

Checking everyone can hear and see

Is the microphone working?

Can everyone hear me?

Can you see at the back?

Please let me know if you can't see or hear.

Having problems with the equipment

I'll have to carry on without the...

Please bear with me while I sort out the...

Handing things out

Can you take one and pass them along?

Here is a copy of...

This piece of paper has...

Creating a "hook" to get the audience's attention straightaway and keep it

Did you know that...?

... once said that...

There is an amazing statistic that...

Have you ever wondered...?