

Presentation Signal Phrases

<b>Introduction</b>	<b>Introduce yourself</b>	<i>Good morning/afternoon Thank you for inviting me... My name is _____ and I'm _____</i>
	<b>Purpose/Subject</b>	<i>I'm here to tell you about..... I've been asked to talk to you about.... I'd like to give a few details about.... discuss....</i>
	<b>Structure</b>	<i>I'd like to divide my presentation into 3 main areas 2 parts  First(ly) First of all Second(ly) Then Third(ly) Next Last(ly) After that Finally</i>
<b>Body</b>	<b>Transitions</b>	<i>To begin/start with... I'd like to start by .....ing Following that... Next I'd like to look at Now let's move on to turn to deal with discuss examine concentrate on focus on</i>
	<b>Visuals</b>	<i>As you can see from this chart diagram  This graph shows... picture illustrates... represents...  If we turn to this map look at model refer to</i>
<b>Conclusion</b>	<b>Ending</b>	<i>I'd like to say that...  Finally, In conclusion, To sum up,  I'd like to end by saying finish conclude sum up</i>

## Communication Strategies in Presentations

What strategies do you /can you use to make your presentations easier to follow?

### **Content**

- Where is your audience from? What do you need to explain?
- What information do you need to include? Is it relevant? Is it interesting?
- How are you going to organize the information?

### **Structure**

- Make your structure clear to your audience at the beginning
- Use signposting /linking to indicate where you are going /where you have been (see other page)
- Include key points of the presentation at the end

### **Language (vocabulary, grammar, pronunciation)**

- Speak clearly and with good pace
- Use pauses and phrasing
- Pronounce key words correctly
- Use the right words for the topic
- Use communicative grammar i.e. simple sentences
- Repeat key words
- Explain key words
- Make it clear which information is important (through emphasis, through what you say)

### **Delivery**

- Visuals – clear, easy to read with key words
- Adapt visuals to audience – think about how much information to include
- Point to your visuals so that your audience can follow you
- Clear visuals (pictures rather than words)
- Timing: how much information can you include?