

## 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...?