



Formality in Ending Presentations- Instructions for students

Divide the sentences you are given into formal and informal, then match the formal and informal sentences by function.

Use the list of functions under the fold to check your answers to the last task.

- **Stating a conclusion**
- **Ending the main part of the presentation**
- **Asking for questions**
- **Picking people to ask questions**
- **Ending the questions**
- **Thanking at the end**
- **Giving further information**

Check with the partial answer key, then brainstorm at least two medium formality sentences into the gaps given. If you get stuck, it should be possible to change some of the formal and/ or informal examples to make them more suitable, e.g. cutting down the formal ones and adding politer language to the informal ones.

Perhaps after matching medium level cards that your teacher gives you, compare your answers to the full answer key.

Test each other in pairs:

- See if you can remember the formality and/ or function of individual phrases
- See if you can remember the one phrase for a given function and level of formality that your partner doesn't say when they read out the rest of the list
- See if you can convert phrases to a different level of formality and the same function
- See how many phrases you can think of/ remember for one function and level of formality

Brainstorm phrases for these other things you could say towards the end of a presentation, in the level of formality that you will need.

Summarising/ Paraphrasing

Dealing with difficult questions

Not answering questions

Referring back to what you said earlier (e.g. in the introduction)

Tell your partner some likely questions after your presentation and practise answering them, including pretending to nominate who will ask the next question.



Full Answer Key

Stating a conclusion

With the evidence that I've given you, any idiot can see that...

What on earth does all that prove? Well,...

So what? Well,...

It is quite difficult to draw conclusions, but...

I think all this proves that...

The conclusion I would draw from that would be... In conclusion,...

What conclusions can we draw from all the information we have seen today? Well,...

If I may be allowed to come to a conclusion, however hesitant...

One cannot but draw the conclusion that...

This leads us inevitably to the conclusion that...

Ending the main part of the presentation

That's all./ That's it.

I can't think of anything else to say.

That's all I could find out about the topic.

That's all I can think of to say.

Can I stop there?/ Is that five minutes?

Time's up, so...

That's all I wanted to say (on this topic).

That's the end of my presentation.

That brings me to the end of my presentation.

And on that point, I will bring my presentation to a close.

That concludes my presentation.

Asking for questions

You don't have any questions, do you?

Questions?

Hopefully there aren't too many questions!

Questions please.

I think that was really confusing, so there must be loads of questions.

If you really have to ask something, hands up now.

I'll now be happy to answer questions.

Does anyone have any questions?

Please put your hand up if you have any questions.

Are there any questions?

We now have a few minutes for a Q&A stage.

At this point, I'd welcome any questions or comments.

I now invite you to ask questions or comment on what you have heard.

I will now answer any questions you may have about the topic.

I will now deal with any questions that may have arisen.

Please raise your hand and I will invite each person individually to ask a question.

I will conclude my presentation with a question and answer stage.

Picking people to ask questions

Yes? Yeah, okay. Please ask your question.	Yes, you. (just pointing)	What?
Yes, what's your question please? Yes, please go ahead.	Yes. The person in the corner.	
Yes, the gentleman/ lady at the back in the red shirt. What is your question please? Yes, sir/ madam. What would you like to ask me?		

Ending the questions

I think two questions is enough, isn't it? Luckily for me, we've run out of time for questions.	Stop, stop! No more questions please! No more questions?
We seem to have run out of time. If you have any further questions, please come up and talk to me individually.	If there are no more questions,...
If anyone still has any questions, I'd be absolutely delighted to answer them individually. There don't seem to be any additional questions, so... If there are no additional questions,... I'd love to be able to talk further, but I'm afraid the time available to us has come to an end.	

Thanking at the end

Thanks for sitting through my long boring presentation.	Thanks for putting up with me.
Thanks for listening (and for your great questions).	
I am very grateful to you for your kind attention. It's been an honour to be able to present to you.	

Giving further information

Here's more info on this. If that's not enough for you, here's a link to some more cool stuff on the topic.
Here is a link for access to today's PowerPoint slides. Here is a list of possible further reading on the topic. You can read more about it via the links on this last slide. There is a list of original sources on the last page.
For my references and suggestions for further reading, please see the last page of the booklet that you were given. The links given here are to my sources.



Partial answer key with space for brainstorming

Check your answers below and brainstorm medium formality sentences into the gaps. If you get stuck, you should be able to just change some of the formal or informal ones.

Stating a conclusion

With the evidence that I've given you, any idiot can see that... What on earth does all that prove? Well,...	So what? Well,...
If I may be allowed to come to a conclusion, however hesitant... One cannot but draw the conclusion that... This leads us inevitably to the conclusion that...	

Ending the main part of the presentation

That's all./ That's it. That's all I could find out about the topic. Can I stop there?/ Is that five minutes?	I can't think of anything else to say. That's all I can think of to say. Time's up, so...
And on that point, I will bring my presentation to a close. That concludes my presentation.	

Asking for questions

You don't have any questions, do you? Hopefully there aren't too many questions! I think that was really confusing, so there must be loads of questions. If you really have to ask something, hands up now.	Questions? Questions please.
At this point, I'd welcome any questions or comments. I now invite you to ask questions or comment on what you have heard. I will now answer any questions you may have about the topic. I will now deal with any questions that may have arisen. Please raise your hand and I will invite each person individually to ask a question. I will conclude my presentation with a question and answer stage.	

Picking people to ask questions

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