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
(Radio) mic (= Microphone)
Aim/ Purpose/ Thesis statement
Applause
Attention
Body language/ Eye contact
Break
ClipArt
Conclude/ Conclusion/ Ending/ Closing
Dias/ Stage
Empathising/ Connecting
Fidget
Flipchart
Greet/ Greetings
Hand over
Hook
Intonation
Joke
Laptop
Lights
Move on
Notes
Pace
Photocopy/ Handout
Planning
PowerPoint
Q&A/ Questions
Read something out
Rhetorical question
Script
Size
Stages/ Staging
Survey
Table
Text
Time
Visuals

(Pie/ bar) chart
(Special) effects/ Animation
Apology/ Apologise
Attendee/ Audience
Beam
Brainstorm
Bullet point
Column/ Row
Diagram
Drink
Equipment
Figure
Font
Hand out/ Pass out/ Give out
Heading/ Title
Interrupt
Introduce/ Introduction
Key/ Caption
Lectern
Memorise
Nerves
Overhead projector (OHP)
Pause
Picture
Point/ Pointer/ Laser pointer
Projector
Quote/ Quotation
Remote control
Row
Signalling
Slide
Summary/ Summarise
Switch
Technical problems
Thanks
Topic/ Subject
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

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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…?