

## Body Language and Gestures for Presentations

Choose one of the things below and try to illustrate it just with a gesture. Can your partner think of a phrase connected to presentations which means the same thing?

### Gestures that can be used by the presenter

- “Can I have your attention please?”
- “Hi” (Greeting people as they come in or acknowledging someone who arrives late)
- “Over here please” (Showing people where to sit)
- “I (am...)” (Introducing yourself)
- “Silly me” (e.g. when the presenter makes a mistake)/ “Oh my goodness (not again!)” (For example when the equipment goes wrong)
- “Sorry the equipment is so slow!”
- “First”/ “Firstly”/ “First of all”
- “Second”/ “Secondly”
- “Please take a handout and pass the rest along”
- “Over here (somewhere)”/ “In this area”/ “In this part of the slide”
- “...REALLY/ VERY...” (Emphasizing)
- “Right!...” (Very clearly showing a transition between stages, like a more emphatic “So” or “Okay”)
- “Please remember...”
- “Please raise your hand (if you have a question)”
- “Yes. The gentleman/ lady at the back.” (Used by the presenter to indicate whose question they will hear next)
- “I’m trying to see...”/ “I can’t see... very well” (for example if someone very far away is asking a question)
- “That’s a difficult question”/ “Let me think”
- “I doubt whether that will work/ whether that is true”
- “I hope so”
- “It’s a secret/ Mind your own business” (Usually used in a joking way!)
- “So so”/ “More or less”
- “Any more questions (anyone)?”
- “I’ll now hand over to my colleague”
- “Thank you so much for...”

### Gestures that can be used by someone organizing or helping with the presentation

- “Please continue” (used by someone at the back of the room to show the presenter that they should continue speaking, perhaps to fill time until the next person arrives)
- “Time is running out”
- “Time out” (Used by someone hosting the presentation to the presenter to show that they should take a break)
- “Stop speaking”/ “Time’s up” (Used by someone hosting the presentation to show the presenter they should wrap the presentation up)

*What could the possible gestures be to show those things?*

*What other phrases could be used with those gestures?*