

Informal and Formal Presentations

Take the topic sheet your teacher gives you, prepare what you are going to say and then speak for two or three minutes. Your partner will listen to you and then ask for more information.

What phrases did you and your partner use to do each of the things below?

Starting

Giving the topic

Showing visuals

Ending

Asking for questions

Ending the questions

Brainstorm other suitable phrases for each of the stages in the informal presentations you just gave.

Compare your ideas with those on the next page.

Starting

Shall I start?

Am I next?

Me???

So/ Well/ Well then/ Okay/ Right

The only thing I could think of to talk about is...

I could've talked about..., but I decided on...

I had difficulty choosing a topic, but...

Giving the topic

I'm going to talk about...

I chose the topic...

I've chosen/ decided to speak about..., because...

Showing pictures

This is...

Ending

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.

Can I stop there?

Is that five minutes?

I hope you understood.

That's all I can think of to say.

That's the end of my presentation.

Is that enough?

Asking for questions

Any questions?

Questions?

Was anything not clear?

Is there anything I didn't explain properly?

Ending the questions

No more questions?

That's enough questions, isn't it?

What phrases above might also be useable in bigger/ more formal presentations?

Brainstorm other useful phrases for those stages in more formal/ bigger presentations.

Compare with the sentences on the next page.

Starting

Let's start.../ get started/ make a start
Perhaps I should start off by...
I'd like to get started, if I may.
To start my presentation, I'd like to...

Giving the topic

In my presentation I'd like to/ I'm going to talk to you today about...
I've invited you here today to tell you about.../ share ... with you.
The purpose/ topic/ subject of my/ today's presentation is...
I'm here today to...
What I'd like to present to you today is...
What I want to show you/ tell you about/ talk to you about is...

Showing visuals

As you can see from this slide/ on the first page,...
This graph/ list/ table/ chart/ diagram (clearly) shows/ illustrates...
If you look at this pie chart you can see...
If you turn to the first page of the handout,...
These pie charts/ figures compare...
Has everyone got a copy of...?
The first/ second/ third/ next/ last bullet point/ paragraph/ section...
If I could draw your attention to...

Ending

That brings me to the end of my presentation.
That's all I wanted to say today.
Thanks for listening/ for your kind attention.
And on that point, I will bring my presentation to a close.

Asking for questions

At this point, I'd like to ask if anyone else has any questions or comments.
Yes, the (gentleman at the back in the red shirt), what is your question please?
I will now answer any questions you may have about the topic.

Ending the questions

We seem to have run out of time.
If you have any further questions, please come up and talk to me individually.
Well, if no one else has any questions I will leave it there.
I'm really sorry, but we seem to have run out time. If anyone still has any questions, I'll be happy to answer them individually.

What are the general differences between formal and informal language?

What other categories might you need in a big presentation?

Compare your ideas with the list below.

Greeting

Thanking/ Welcoming

Giving your name

Giving background information about yourself that is connected to your presentation

Outlining the presentation

Moving on to the next topic

Referring to earlier parts of the presentation/ Summarising/ Paraphrasing

Brainstorm suitable phrases for doing those things in a formal presentation.

Suggested phrases for formal presentations

Greeting

Hi/ Hello/ Good morning/ afternoon/ evening (everyone/ ladies and gentlemen/ guys)
NOT Good night/ Hiya/ How's it going?/ What's up? PROBABLY NOT – How are you?

Thanking/ Welcoming

Welcome to...

First of all, I'd like to thank everyone/ you all for coming (to...)

Thanks for coming (to...)/ attending (...)

Let me begin by welcoming you (all) (to...)/ First, I'd like to (warmly) welcome you (to...)

On behalf of... may I welcome you to...

It's a pleasure to welcome you (to...)

It's good to see you (all) here (today).

Thank you for finding the time to come and join me for this presentation.

NOT Thank you for your coming/ for listening./ for your kind attention.

Giving your name

I think most of you know me, but I'll introduce myself anyway.

As (a few of/ some of/ many of/ most of/ almost all of) you know, I'm...

First of all, I'd like to introduce myself/ let me introduce myself.../

I should probably start by introducing myself...

For those of you who don't know me already,...

Giving background information about yourself connected to your presentation

I should probably first tell you that...

To give you some background information,...

To explain why I chose this topic,...

Before I start, I should probably explain that...

Outlining the presentation

I'll start/ begin/ commence with/ by...

I've divided my presentation into... parts/ My presentation is divided into...parts.

In my presentation, I'll focus on three main...

First, we'll look at... then we'll move on to... and finally we'll focus on...

Secondly/ In the second part of my presentation,...

(And) then/ After that/ The next stage will be to...

To finish up/ Finally/ I'll end with/ The last stage will be to...

...we'll focus on/ look at/ examine.../ ... I'll talk about/ present/ explain...

My presentation will last/ I'm going to speak for approximately/ about...

NOT At first/ At last/ In the end

Moving on to the next topic

Moving onto the next/ second/ last part of my presentation,...

That leads us on nicely to the next point I want to deal with, which is...

If everyone is clear on that point, I'll move onto the next...

Referring to earlier parts of the presentation/ Summarising/ Paraphrasing

As I mentioned earlier,.../ said in my introduction,...

To try to state the same point in an easier to remember way,...

Let's look at...again....

... I mean to say.../ ..., meaning.../ ... that is...

Basically, what I'm trying to say is...

Mini-presentations on arts and the media

To be cut up and given to students in the first stage.

Describe a television or radio station that you often watch or listen to. You should include:

- Why you choose that station
- What you like about it
- How other people feel about it

And say what you think could be improved about its output.

Talk for one or two minutes about a publication that you often read. You should mention:

- Its contents
- Its appearance
- Where it is available

And say what the good points and bad points of this publication are.

Give a one or two minute presentation about a painting or sculpture that you like or know well, including:

- Its appearance
- The artist
- Its history

And say whether you think it has the right level of fame or not and why.

Describe a television channel that you often watch or know about. Things to mention:

- The most famous things about it
- Its content
- Its popularity

And say how you think it compares to other television channels you know or know about.

Give details about an important photo that you have or know about. You should describe:

- What it shows
- When and where it was taken
- Why it is important

And say whether it could have been improved in any way and how.

Give a mini-presentation about a recent news story, explaining:

- What happened
- What coverage there was of that story
- How the coverage from different sources compared

And saying if you think it will be considered an important story in 20 years or not, and why.