

### **Presentations vocabulary advice and useful phrases**

*Choose one of the words below and give some advice about presentations. See if your partner agrees, discuss that topic more if you like, then take turns doing the same with different vocabulary from below.*

(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

*Ask about any which you don't understand, can't think of any related advice for, etc, discussing related things you could do and say in a presentation each time.*

*Write down useful phrases to say in a presentation using these words from 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**

*Compare as a class or with the suggested answers.*

**Suggested answers**

*Many more phrases are possible, so please check if you wrote anything different.*

**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...?