

Starting and ending formal and informal presentations

Speak on your own for a minute or two on the topic that you are given.

Talk about the same topic, but this time pretending it is a formal presentation to a big audience. Your partner will pretend they are a member of a big audience, including raising their hand to ask a question or comment.

What formal presentations language did you use? What could less formal equivalents be?

Choose **the most formal** of each of these groups of phrases:

- Can I have your attention, please?/ Excuse me./ Attention please.
- Let's get started./ Let's make a start./ Can I start?/ I'd like to get started, if I may.
- Hi/ Hello
- Morning!/ Good morning
- ... everyone/ ladies and gentlemen/ guys
- It's a great pleasure to welcome you to.../ Welcome to.../ I'd like to welcome you to...
- Thanks for coming to.../ I'd like to thank you for attending...
- I'm going to talk about.../ The topic of my presentation is...
- What I'd like to present to you today is.../ I'll present...
- I've divided my presentation into... parts/ My presentation is divided into...parts.
- I'll start by.../ I'll commence by.../ I'll begin by...
- First,.../ Firstly,.../ First of all,...
- Secondly,.../ In the second part of my presentation,.../ Second,...
- Then/ And then/ The next stage will be to.../ After that/ Next
- Last/ Last of all/ Lastly/ To finish up/ The last stage will be to.../ Finally/ I'll end with
- My presentation will last for approximately.../ I'm going to speak for about.../ I'll speak for more or less ...
- Please leave any questions until the end./ I would be grateful if any questions could be left until the end./ If you have any questions, I'll be happy to answer them at the end.
- If anything I say isn't clear, please let me know./ If you have any questions, please raise your hand and ask at any time./ Please feel free to interrupt me at any time.
- To sum up,... / To summarise,.../ To recap,...
- And on that point, I will bring my presentation to a close. / That's all./ That's it./
- That brings me to the end of my presentation./ That's the end of my presentation.
- Thank you for listening./ Thank you for your kind attention./ Thanks for your time.
- We'll now move on to the Q&A stage./ And now, if anyone has any questions, I'd be happy to answer them./ I'm sure you have plenty of questions, so please fire away.
- I'll be around all day if you'd like to chat about this more. / If anyone still has any questions, I'll be happy to answer them individually.
- No more questions?/ If there are no further questions,...
- We seem to have run out of time./ Time's up./ We've run out of time.
- If no one else has any questions I will leave it there./ Let's leave it there/ stop there.

What are the general patterns of formal and informal language?

Divide the phrases above into those near the beginning and end of a presentation by drawing a line across the list.

Divide the phrases above into smaller sections of individual functions like “Greetings” in the same way.

Add these headings to the sections above. (They are in the same order).

- Getting people’s attention/ Starting the introduction
- Greeting
- Thanking/ Welcoming
- Giving the topic
- Explaining structure/ Explaining content
- Talking about time
- Explaining when to ask questions
- Summarising
- Ending the main body of the presentation
- Thanking at the end
- Inviting questions at the end
- Ending the questions

Try to think of other stages at beginning and end of a presentation.

Compare with the list under the fold.

Starting

Introducing yourself
Explaining your aim
Checking visuals and sound
Giving a hook
Showing awareness of the audience/ Connecting with the audience

Ending

Giving sources of further information
Concluding

What’s the difference between these?

A summary/ A conclusion
A topic/ A title
A topic/ An aim

Try to think of a selection of formal and informal phrases for each of the functions above.

Formality roleplay cards

Do your presentation at the level of formality of the card you are given. Can your partner guess what level of formality you were aiming at?

Incredibly formal

Very formal

Quite formal

A bit informal

Quite informal

Very informal

Incredibly informal

Rude

Suggested answers part one with the most formal in bold.

Getting people's attention/ Starting the introduction

Can I have your attention, please?/ Excuse me./ Attention please.

Let's get started./ Let's make a start./ Can I start?/ **I'd like to get started, if I may.**

Greeting

Hi/ **Hello**

Morning!/ **Good morning**

... everyone/ **ladies and gentlemen/** guys

Thanking/ Welcoming

It's my great pleasure to welcome you to.../ Welcome to.../ I'd like to welcome you to...

Thanks for coming to this presentation/ **I'd like to thank you for attending this presentation**

Giving the topic

I'm going to talk about.../ **The topic of my presentation is...**

What I'd like to present to you today is.../ I'll present...

Explaining structure/ Explaining content

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

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

First,.../ **Firstly,.../** First of all,...

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

Then/ And then/ **The next stage will be to.../** After that/ Next

Last/ Last of all/ Lastly/ To finish up/ **The last stage will be to.../** Finally/ I'll end with

Talking about time

My presentation will last for approximately.../ I'm going to speak for about.../ I'll speak for more or less ...

Explaining when to ask questions

Please leave any questions until the end./ **I would be grateful if any questions could be left until the end./** If you have any questions, I'll be happy to answer them at the end.

If anything I say isn't clear, please let me know./ If you have any questions, please raise your hand and ask at any time./ **Please feel free to interrupt me at any time.**

Summarising

To sum up,... / **To summarise,.../** To recap,...

Ending the main body of the presentation

And on that point, I will bring my presentation to a close. / That's all./ That's it./

That brings me to the end of my presentation./ That's the end of my presentation.

Thanking at the end

Thank you for listening./ **Thank you for your kind attention./** Thanks for your time.

Inviting questions at the end

We'll now move on to the Q&A stage./ **And now, if anyone has any questions, I'd be happy to answer them./** I'm sure you have plenty of questions, so please fire away.

Ending the questions

I'll be around all day if you'd like to chat about this more. / **If anyone still has any questions, I'll be happy to answer them individually.**

No more questions?/ **If there are no further questions,...**

We seem to have run out of time./ Time's up./ We've run out of time.

If no one else has any questions I will leave it there./ Let's leave it there/ stop there.

Suggested answers part two

Many other phrases are possible, so please ask if you wrote something different.

Starting

Introducing yourself

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

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

I should probably start by introducing myself. I...

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

Explaining your aim

By the end of my presentation, I want to show you that...

I aim to prove to you that/ change your mind about...

The purpose/ aim of today's presentation is...

My purpose in presenting this to you is...

Checking visuals and sound

Can everyone hear me?

Can you see at the back?

Is the microphone working?

Please let me know if you can't see or hear.

Giving a hook

Did you know that...?

Have you ever wondered...?

I think this is an important/ interesting topic because...

There is a famous joke on this topic which goes...

Showing awareness of the audience/ Connecting with the audience

I can see some familiar faces today.

It's nice to see so many familiar faces.

It's nice to see so many young people today.

I'm sure you are all still tired from lunch, so...

Ending

Giving further information

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.

Stating a conclusion

I think all this proves that...

In conclusion,...

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

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

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