USE PRESENTATION LANGUAGE 2:

Introduce the topic and outline the main points

Giving a presentation in English – whether online or in a face-to-face meeting, can be a challenging task. Preparation and practice is the key to a confident and clear presentation.

Here is some advice to help you review the structure of a presentation and some of the language you can use at each stage.

Ranging from more to less formal, here is some language you can use at the introduction stage of your presentation:

1) Introduce the presentation topic (perhaps give background and reasons why it is important/relevant)

- In this presentation I am going to talk about..XXX. (This is a very relevant topic today due to..)
- Today, I'll be discussing..XXX. (One of the reasons is because..)
- I'll be taking a look at XXX today (an important topic because..)

2) Outline the main points, (in order)

- **I'll focus on (ex:) 3 points for this topic –** first of all **X**, followed by **X**, **and then** my final point **X**. **I'll talk about each point in detail before** summarising **and** offering some final thoughts.
- **My presentation will consider the topic from (ex:) 3 aspects –** first **X**, moving onto **X and** finishing with **X**. **I will then** summarise **these 3 aspects and** consider any implications **for the future**.
- **I've divided my talk into 3 parts –** firstly **X**, secondly **X and** finally **X**. **I'll** sum these up **at the end and** suggest some final ideas **to think about**.

Don't forget to present each point you have outlined in the introduction in the same order in the main body of your presentation. This makes sure that the audience know what to expect and to anticipate what they are going to hear you talk about.