

## HOW TO...

# USE PRESENTATION LANGUAGE 3:

## Indicating the time and referring to questions

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.



From more formal to less formal, here is some language you can use to advise your audience how long your presentation will take, and how you will approach answering their questions.

### 1) Indicating the time

- Although there is a lot to consider with this topic, I will limit my presentation to (ex:) 15 minutes.
- This presentation should take around (ex:) 15 minutes.
- I'll try not to keep you more than (ex:) 15 minutes for my presentation today..

### 2) Referring to questions/discussion

- I've allowed time at the end of the presentation for discussion so please make a note of any questions you have for later.
- As my presentation time is short I'll answer any questions you have at the end of the presentation.
- ..so, I'm happy to answer any questions at the end.

**Try to keep to the time you have specified to your audience so that you don't over-run and risk the audience losing interest in your talk or not having enough time to allow them to ask any questions. Requesting that the audience asks their questions at the end also means that you can deliver your talk without interruptions or going 'off-track' or 'off-topic' during your presentation. Practice your presentation beforehand using some timing device and make a note of which sections need more time.**