

STARTING THE PRESENTATION

The topic of my presentation today is about ways to improve our sales.

You can also say...

1. What I'm going to talk about today is...
2. The aim of today's presentation is...



business strategies

Conversation:

- A: Are you ready for your presentation?
B: Yes, I am. I'm a bit anxious about it. It's a little complicated.
A: Why? What's your topic?
B: The topic of my presentation today is about ways to improve our sales.

Questions:

1. How often do you hold a presentation at work?
2. What's the usual focus of your presentation?
3. What are the things needed to be prepared for the presentation?

Note: *Am going vs. will. The difference between them is that "will" is used to express decisions. (spontaneous), while "going to" -- intentions. ex. I am going to go scuba diving in summer holidays. (definite) I will go shopping this weekend. (maybe/not 100% sure).*

WHY YOU ARE GIVING THIS PRESENTATION

CHAPTER 5

The purpose of this presentation is to enable each department to build a good working relationship.

You can also say...

1. This is important because...
2. The objective of this presentation...



discussion on sales and profit

Conversation:

- A: What's the purpose of your presentation?
B: The purpose of this presentation is to enable each department to build a good working relationship.
A: Sounds good. Why did you pick that topic?
B: I think that if we want this company to succeed we should work together as a team.

Questions:

1. Have you ever made a presentation?
2. What was the purpose of the presentation?
3. What was the most difficult part in your presentation?

INTRODUCING THE FIRST POINT

Let's start with the areas that need improvement.

You can also say...

1. I'm going to start with...
2. Let's look at...



presenting a drawing

Conversation:

- A: Okay, let's start.
B: Let's start with the areas that need improvement.
A: What needs improving in these areas?
B: I believe that we need to add more staff to be able to comply with the demands.

Questions:

1. When was the last time you had a presentation?
2. How did you start with the presentation?
3. How did you motivate people to focus on the presentation?

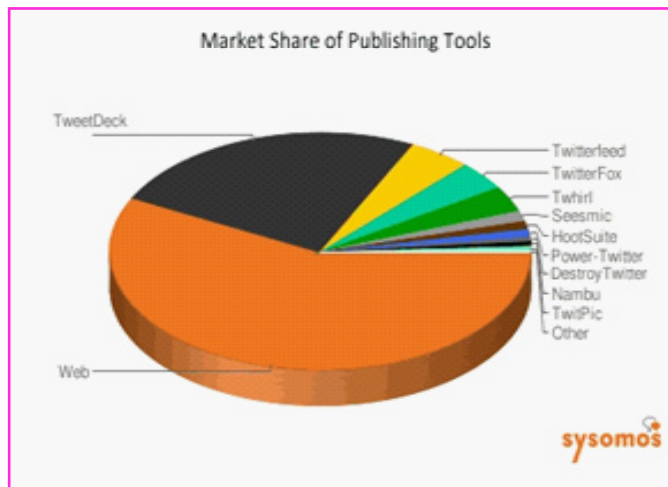
SHOWING GRAPHICS, TRANSPARANCIES, SLIDES, etc. 1

CHAPTER 5

I'd like to illustrate this by showing you the old graphs we had previously.

You can also say...

1. Let me explain this by showing you...
2. Let me emphasize this by showing you...



pie graph

Conversation:

- A: How would you illustrate the growth of this company over the past 3 years?
B: I'd like to illustrate this by showing you the old graphs we had previously.
A: Let's see the difference. So you think that it could surpass the outstanding progress that the company achieved last year?
B: I'm very positive about this. With the help of new ideas and sharing of new techniques we will make this year bigger and brighter for our company.

Questions:

1. How does your company present the progress?
2. What's the common graph used in your company when they make a presentation?
3. How important is illustration to the presentation?

SHOWING GRAPHICS, TRANSPARANCIES, SLIDES, etc. 2

CHAPTER 5

Please take a look at the pie chart.

You can also say...

1. I want you to pay attention...
2. Please refer to...

PROMISE	QUANTITY	UNIT PRICE	TOTAL
Signal Equipment - braking lights	150 Units	US\$ 20.42	US\$ 3,063.00

sample receipt

Conversation:

- A: Please take a look at the pie chart.
B: What is the difference between this year's and last year's chart?
A: As you can see there is a slight difference in terms of percentage growth.
B: Yeah, you're right.

Questions:

1. Why are pie charts always used in business presentations?
2. What other illustrations can you use during a business presentation?

Note:

Look + preposition

Look for = to search for something or someone. ex. I'm looking for the documents.

Look at/pay attention to = study carefully; focus, concentrate on

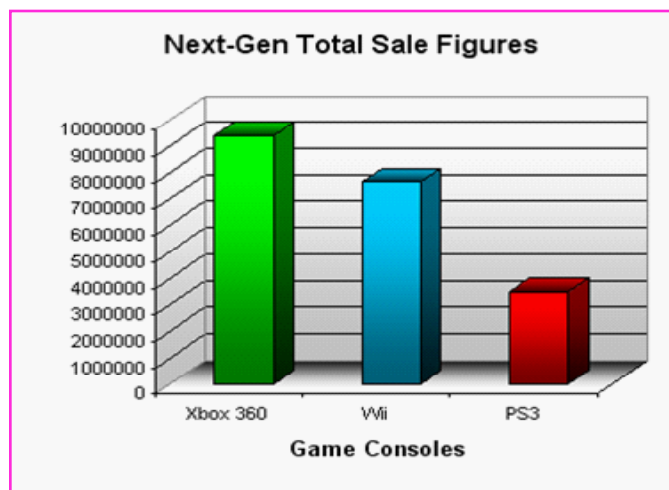
ex. Please look at the chart carefully.

MOVING ON THE NEXT POINT

Now, let us move on to the next point.

You can also say...

1. Let's now turn to...
2. Moving on to...



bar graph

Conversation:

- A: Do you have any questions?
B: None so far.
A: Okay. Now, let us move on to the employee's benefits.

Questions:

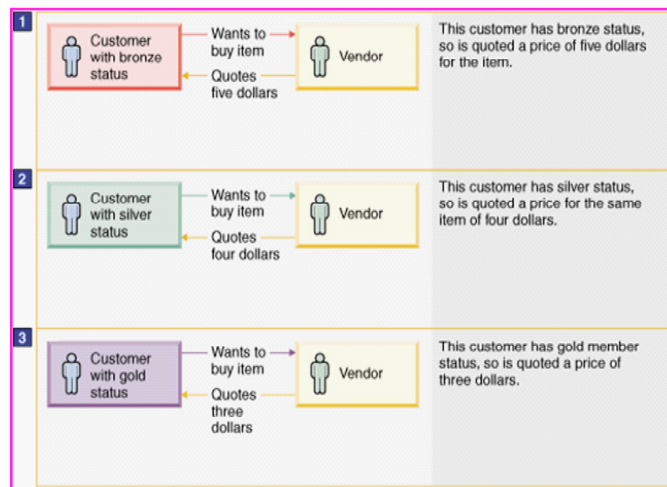
1. How do you start your presentation?
2. How do you continue and change the topic of your presentation?
3. How does your company choose the person in charge for the presentation?

SUMMARIZING

Let me summarize the main points here.

You can also say...

1. I'd like to summarize the main points of my presentation.
(Business Rule Presentation)
 - a. First, a customer with bronze status is quoted a five dollars for an item; then, a customer with a silver status is quoted a price for the same item of four dollars and finally, a customer with a gold status is quoted a price of three dollars.
 - b. To sum up, the price of an item depends on the membership status of a customer.



summary

Conversation:

- A: Let me summarize the main points here.
 B: So where do you want to start?
 A: It would be better if I just give the general summary so we can finish everything earlier.
 B: Sounds good.

Questions:

1. Describe the illustration above.
2. What are the presenters trying to achieve?
3. How do you end a presentation?

Note: Tell them what you just told them, in other words, summarise the presentation. Just as you need to attract the interest of your audience at the beginning of the talk, so you must finish on a high note.

CONCLUSION

So that concludes my talk on why we need to revise the company's policy.

You can also say...

1. **In conclusion**, business travel is still suffering from economic crisis.
2. **Therefore, I conclude** that the depreciating dollar is one factor that causes exchange rate to fluctuate.



business trip

Conversation:

- A: So that concludes my talk on why we need to revise the company's policy. Are there any questions? Yes. Mr. Smith?
- B: I think we need to study your proposal and make a decision on a revised policy.
- A: Ok. No problem.

Questions:

1. Can you think of strategies for making conclusions?
2. Do you have difficulties in giving conclusions?
3. Which is harder, starting a presentation or ending a presentation? Why?

Note:

To summarize or conclude, you can say: – in brief, – in conclusion, – therefore, – as a result, – in short, – summing up, – to conclude

QUESTIONS

Do you have any questions?

You can also say...

1. Do you need...
2. Do you want ...



asking questions

Conversation:

- A: I think that's the end of my presentation. Do you have any questions?
B: (attendee raising his hand for a question). I don't have any questions but could I ask for a hand out?
A: Sure. No problem.

Questions:

1. Do you prefer questions during or after the presentation? Why?
2. How do you feel about the question period at the end of a presentation?
3. How do you deal with questions you don't want to answer?

Note:

some/any Use "**some**" in positive sentences. We use some for both countable and uncountable nouns. Use "**any**" in negative sentences or questions. We use any for both countable and uncountable nouns. If you want to be more polite, it is better to use less direct questions.

CLOSING

To close the conversation, I would like to thank you all for coming today and listening to today's presentation.

You can also say...

1. To close,...
2. To formally end...



company meeting

Conversation:

- A: To close the conversation, I would like to thank you all for coming and listening to today's presentation.
B: Your presentation is interesting.
A: Thank you so much.

Questions:

1. How do you usually end a presentation?
2. How do you feel about doing presentations?
3. How would you feel if your attendees applauded you after the presentation?

Note:

Expressions when praising someone: – I love the way you presented the topic. – That was fantastic!
– That was a great presentation! – That was wonderful! – That was perfect!