

# 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...



## 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. The importance of this presentation is...
2. The objective of this presentation is...



### Conversation:

A: What's the purpose of this 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: It's for our company to succeed.

### Questions:

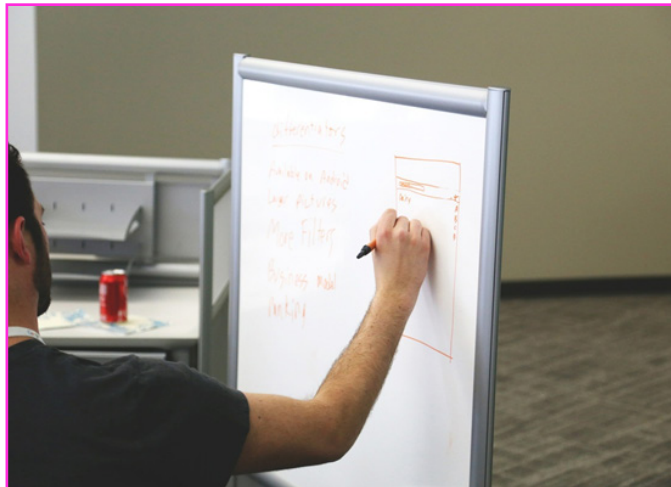
1. Have you ever made a presentation?
2. What was the purpose of the presentation?
3. What was the most difficult part in your presentation?

# 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...



## 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 presentation?
3. How did you motivate people to focus on the presentation?

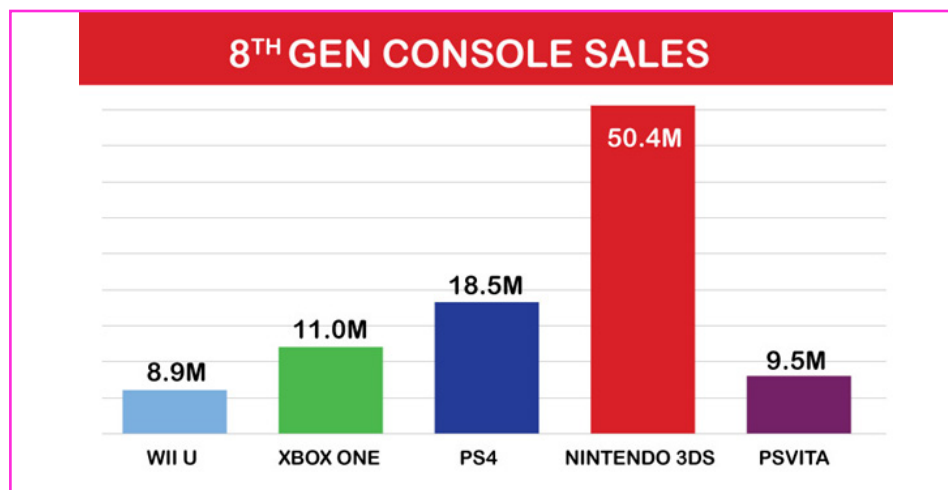
# SHOWING GRAPHICS, TRANSPARENCIES, SLIDES, etc. 1

## 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...



### 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, do 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 the new ideas and the 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 to...
2. Please refer to...



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...

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<b>Customer's Details</b>		<b>INVOICE No.</b>	
ABC John Steven 123 White Street Cebu City Philippines		<b>Date:</b>	May 5, 2016
		<b>Payment:</b>	Credit Card
Product	Quantity	Unit Price	Total
Book Stage 1	12	\$25.00	\$800.00
Book Stage 3	20	\$25.00	
<b>Country</b>		Subtotal	\$800.00
Philippines		DelivFee	\$0
		Sales Tax	\$0
		Invoice Total	\$800.00

## Conversation:

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

## Questions:

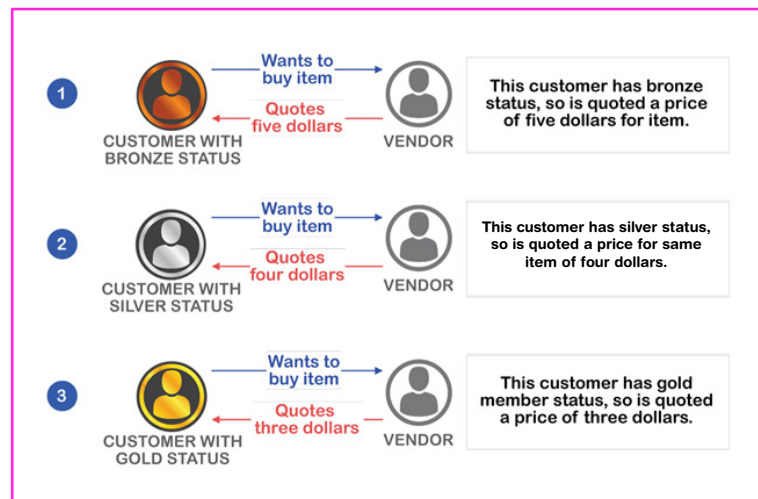
1. How do you start your presentation?
2. How do you continue and change the topic of your presentation?
3. How does your company choose the person in charge for the presentation?

# SUMMARIZING

Let me summarize the main points here.

You can also say...

1. I'd like to make 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.



## 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 the 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

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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.



## 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 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 ...



### Conversation:

- A: I think that's the end of my presentation. Do you have any questions?  
B: (attendee raising his hand for 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 the 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...



## 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!