

Lesson: B102

Welcome to our company...

Aim: to improve your business presentations in English



This is designed to work over 2/3 lessons. In Lesson 1 you will cover parts A and B, learning useful language to assist you in making your presentations. In Lesson 2, you get the chance to practice, using what you have learned to create different sections of a presentation. There is also an option to extend this into a 3rd lesson to make a full presentation if you wish.

A. Talk with your teacher about presentations you have to make for business:

- What do you talk about in your presentations in English?
- Who do you typically present to: clients, colleagues, bosses?
- What is the objective in each case? To sell, to inform, to impress
- What materials do you use in your presentation: PowerPoint presentations/slides/written handouts?
- What do you feel comfortable/uncomfortable about in terms of presenting in English?

B. Presentation language

It can be useful to divide a presentation in 4 parts. Put these parts of a presentation in order

Questions

Main section

Introduction

Conclusion

Phone English

Put the language on the below under the headings in terms of where in the presentation they are more likely to occur:

On behalf of Gelaxco Industries, I'd like to welcome you to this presentation...

Good morning everyone, today's presentation is about...

My presentation is in 3 parts; Firstly, I'll talk about ... Secondly ... Thirdly

To begin, I'm going to talk about...

Moving on to the next item on the agenda....

Today we have looked at.....

I'd just like to summarise the 3 main points.....

Next we'll focus on...

My presentation is in three parts...

To conclude/before I finish, I'd just like to recap/go over/summarise the 3 main points...

Finally, let's consider...

That brings me to the end of my presentation. Thank you very much for listening.

After my conclusion, I'll be happy to answer any questions you have...

If you have any questions while I am talking, please feel free to interrupt me.

Now I'd like to invite any questions.

To illustrate this point, I have a diagram which clearly shows...

The key point/issue is...

As you can see from this chart, sales are increasing across the company.

The purpose of today's presentation is to...

So, to begin, I'd like to look at...

If there are no questions, I'll move on to the 2nd point...

- Look again at the language above and note the most useful phrases for you. Are there any new phrases? Are there any you would not feel comfortable using?

Phone English

C. Making an introduction

Using your own presentation material/ideas, practice the introduction with your teacher. Remember to speak slowly and clearly. Use the following words, if they are helpful. Use any other useful phrases from Part B above.

- Hello, I'm..... from.....
- The purpose of today's presentation is to
- I'm going to discuss 3 key areas.
- Firstly.....

D. The Main Section

Practice the main part of your presentation with your teacher. Use the following words, if they are helpful. Use any other useful phrases from Part B.

- Firstly, we're going to look at.....
- Next, I'm going to focus on.....
- Finally, I'm going to address the key issue of

E. Concluding your presentation

Now practice the conclusion. Use the following words, if they are helpful. Use any other useful phrases from Part B.

- To summarise, we have looked at 3 key areas;
- And in conclusion, I'd like to say.....
- Thank you for listening. That concludes my presentation.

F. Asking for Questions

Use the following words, if they are helpful. Use any other useful phrases from Part B.

- If you have any questions, please feel free to ask
- As there are no further questions, I'll just say thank you for listening.

G. Homework

Practice your whole presentation at home ready to tell your teacher next time.