

“ Effective Presentations ”

As many other communication skills, presentations are also a requirement for professional performance.

A professional presentation demands fluent English, as well as, the following components:

Structure:

- Introduction
- Body / Development
- Conclusion

Presentation Structure

A. Introduction.

1. **Greetings:** *Good morning ladies and gentlemen*
2. **Self-introducing:** *My name is John Meyers*
3. **Thanking the audience:** *and I want to thank you all for being here today.*
4. **Stating objective:** *As you know, today I will talk to you about the importance of English.*
5. **Outlining the program:** *I would like to begin by speaking of the origin of the language, then I'll turn to its process of becoming and international language and finally I will give some conclusions and future trends.*

Stage linkers (Introduction – Body):

- So, to begin with our programs
- First of all
- I am going to start by ...

B. **Body** (ver “**Lineamientos de la presentación final de Inglés B1-I**”)

C. **Conclusion:**

a. **Closing expression:**

- ✓ To conclude I / we would like to say that...
- ✓ To conclude I / we would like to add.....
- ✓ Finally

b. **Thanking the audience:**

- ✓ Thank you very much
- ✓ For your attention, thank you very much

c. **Inviting questions:**

- ✓ And now I will be glad / more than glad to answer your questions

d. **Shift between speakers (transfer)**

- ✓ And to continue with our program, I'll leave you with _____ who will be speaking about...
- ✓ I am very pleased to welcome _____ who will continue with...

Standard phrases to open, develop and close the presentation:

- On behalf of Institute Tecnológico de Sonora I want to thank you all for being here today.
- I want to thank you for....
- I'm very pleased to welcome.
- Good morning / afternoon / evening everybody
- Good morning / afternoon / evening ladies and gentlemen
- so to begin with our program
- As you may know.
- As you may know, today I / we will speak / talk / present / explain/ report / etc.
- As you can see.
- As you can notice
- Good afternoon everybody as you know.
- I'd like to start by explaining... then I'll turn to / continue with / speak about..., next..., after this and finally
- I'd like to begin by looking at our plant modernization program.
- I would like to share with you
- Thank you very... and now I would be very glad to answer your questions