

# Parts of a Presentation

A presentation consists of different main parts. Order the 5 main parts by dragging the word to the corresponding place.

Read the following descriptions, what parts of a presentation are those? Drag the name to the corresponding heading:

It is the part of the presentation in which the speaker gives the beginning about the topic.

It is to inform the audience about the purpose of the presentation.

It is the part of the presentation in which the speaker explains or talks about the topic. The speaker develops different points about the topic by giving details, examples and more information.

It is the part of the presentation in which the speaker makes sure the listener (or audience) will remember all the information just presented

It is to welcome the audience and set everything to start the presentation

# Oral Presentation Expressions

There are some specific expressions that you can use in a speech according to the part of the presentation we are going to start. To practice, drag the expressions below in the corresponding box

I'm now approaching / nearing the end of my presentation.

Good morning, everyone and welcome to my presentation

Today's topic is of particular interest to those of you who...

In this talk, I/we would like to concentrate on...

I've divided my presentation into three main parts.

I'd like to update you on/inform you about/put you in the picture about/give you the background to/present the results of my research...

To conclude/In conclusion, I'd like to...

What I'm going to do/What I intend to do is describe to you/show you/tell you about...

By the end of this talk, you will be familiar with...

It's an honor to have the opportunity to address such a distinguished audience

My talk is particularly relevant to those of you who...

This talk is designed to act as a springboard for discussion

Finally, I'd like to highlight one key issue.

In this talk, I/we would like to concentrate on...

I'd like, first of all

In my presentation I'll focus on three major issues.

We thought it would be useful to divide our talk into three main sections. .

First of all, let me thank you all for coming here today

I'm now approaching/nearing the end of my presentation.

That completes my presentation.

This talk will cover two current theories on the topic of...

Greeting

Introduction

Main Objective

Content

Conclusion