

“ 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: | <i>Good morning ladies and gentlemen</i> |
| 2. Self-introducing: | <i>My name is John Meyers</i> |
| 3. Thanking the audience: | <i>and I want to thank you all for being here today.</i> |
| 4. Stating objective: | <i>As you know, today I will talk to you about the importance of English.</i> |
| 5. Outlining the program: | <i>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.</i> |

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