

HOW TO MAKE A PRESENTATION

GREET YOUR AUDIENCE AND INTRODUCE YOURSELF

Examples

- Good morning/afternoon everybody. Let me introduce myself
- Hello ladies and gentlemen. My name is ... and I am a student at ..
- Hello everyone. Thank you for coming to my presentation today. My name is ...

GRAB THE ATTENTION OF THE AUDIENCE

- Ask a question
- Tell a joke
- Give interesting details
- Ask your audience to do something

Example

- Good morning everybody. Thanks for coming. My name is Let me start with a question. Do you like sleeping? Today I am going to talk to you about sleep. Please stay awake –don't fall asleep during my presentation 😊

STATE YOUR PURPOSE, TOPIC AND TIME LIMIT

Examples

- In my presentation today I will look at (discuss) the history of chocolate. My talk will last about 5 minutes.
- In this 5-minute talk I'd like to show you why Turkey is the best tourist destination.

GIVE AN OUTLINE OF YOUR TALK

Examples

1. I have divided my talk into ... parts.
2. First, I will talk to you about...
3. Then/Next/After that, I will discuss/explain/show you...
4. Finally/ Lastly, I would like/I am going to tell you about...

EXAMPLE

- **For the next 10 minutes** I am going to tell you about our plans for the music and dance festival in September. **I've divided my talk into 3 parts.** **First,** I'll tell you about performers and some well-known people who will attend the festival. **Next,** I'll discuss how we are advertising the event. **Finally,** I'll explain why this will be the ideal festival for you to sponsor.

SAY WHEN QUESTIONS CAN BE GIVEN

- Examples
- If you have any questions, I'll answer them after my presentation.
- You can make comments or ask me questions any time.

ENDING A PRESENTATION

1. Give a summary of your talk and a concluding sentence
2. Thank your audience
3. Invite the audience to ask questions

Examples

1. To sum up/ To conclude/ In conclusion, today I talked about...
2. My final comment is... /I'd like to finish by saying that...
3. Thanks for your attention!
4. I'll be happy to answer any questions./That's all from me. Any questions?

EXAMPLE

- To sum up, I've said we sleep less as we get older, but everybody is different. There are 2 types of sleep – NREM and REM and 5 stages. During these stages our brain makes our memories stronger. However, our modern way of life has a negative impact on our brain and health. I hope I could show you sleep is an important and interesting subject. Thanks for listening. Are there any questions?