

# Making and Delivering a Presentation

## **Plan**

- a welcoming and informative introduction;
- a coherent series of main points presented in a logical sequence;
- a lucid and purposeful conclusion.

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## **Welcoming**

- Good morning and welcome to \_\_\_\_\_.
- Thank you all very much for coming today.
- I hope you all had a pleasant journey here today.

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## **Introducing yourself**

- My name is Mark Watson and I am responsible for ...
- My name is Mark Watson from [name of company], where I am responsible for ... .

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## **Introducing your presentation**

- The purpose of today's presentation is to ... .
- The purpose of my presentation today is to ... .
- In today's presentation I'd like to ... show you ... .  
/ explain to you how ... . / give you an update on... /

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## **A clear overview of the talk**

- In today's presentation I'm hoping to cover three points:
- firstly, ... , after that we will look at ... , and finally I'll ... .
  
- In today's presentation I'd like to cover three points:
- firstly, ... , secondly ... , and finally ... .

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## **Starting the presentation**

- To begin with ... .
- To start with ... .
- Let's start/begin by looking at ... .
- I'd like to start by looking at ... .
- Let's start with / start by looking at ... .

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## **Closing a section of the presentation**

- So, that concludes [title of the section] ... .
- So, that's an overview of ... .
- I think that just about covers ... .

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## **Beginning a new section of the presentation**

- Now let's move on to ... .
- Now let's take a look at ... .
- Now I'd like to move on to ... .
- Next I'd like to take a look at ... .
- Moving on to the next part, I'd like to ... .
- Moving on to the next section, let's take a look at ...



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## **Concluding and summarising the presentation**

- Well, that brings us to the end of the final section. Now, I'd like to summarise by ... .
- That brings us to the end of the final section. Now, if I can just summarise the main points again.
- That concludes my presentation. Now, if I can just summarise the main points.

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## **Finishing and thanking**

- Thank you for your attention.
- That brings us to the end of my presentation.
- Finally, I'd like to finish by thanking you (all) for your attention.
- If anyone has any questions, I'll be pleased to answer them