

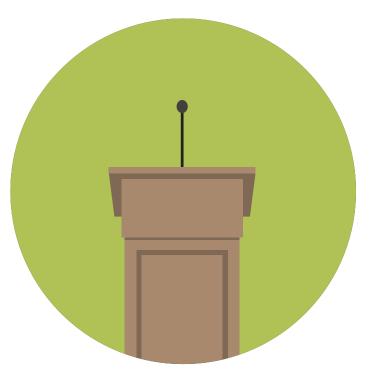
The Language of Presenting

Introduction

Presentations happen in academic settings and work settings. Most presentations require formal language. These sentence stems will help you find the right words.

Sentence Stems

Sentence stems are helpful when you need to form a thought in English. The sentences have been started for you. These are also called sentence frames or sentence starters.



Greeting & Thanking the Audience

Sentence Stems

• Hello/Good morning/Good afternoon, everyone, and thank you for coming.

- Can everybody hear me/see okay?
- Some of you already know me, while others may not.
- My name is...
- I'm from...
- My speciality is...
- I appreciate you taking the time to...



Hooking the Audience

Sentence Stems
Have you ever?
• Did you know that?
What would you say/think if I told you?
Before we begin today, I want to share this short video/audio clip.

Introducing/Outlining the Topic

Sentence Stems
What I want to talk about today isWhat I want to tell you about today is
Today I'm going to show you how/why/what
• I would like to start by (+ <i>-ing verb</i>)
 There are (+ <i>number</i>) things I'm going to talk about today. First Second Third (<i>etc.</i>) And finally
 Feel free to ask questions at any time/as they come up. Please save your questions for the end/after the talk. We will leave (+ <i>amount of time</i>) for questions at the end of the presentation.
 Before we begin, I want to point out that all of the slides will be available (+ <i>time and location</i>).



Using Transitions

Sentence Stems
• First, I'm going to tell you about
What we're going to focus on next isNext, I'm going to talk about
 Now I'd like to direct your attention to the screen/back of the room/ whiteboard.
• Before I let you go, I have one more thing to show you.

Highlighting Important Points

Sentence Stems

- One thing I want to stress is...
- If there is one takeaway today, I hope you'll remember that...

.....

.....

.....

- One of the most important things I'm going to tell you is...
- You don't want to miss this.
- You may want to write this down.

Using Audio/Visual Aids

Sentence Stems
• Let me draw your attention to the (+ <i>object/location</i>) for a moment.
Here you will see
Notice how
Try to listen/watch for



Providing Evidence & Examples

Sentence Stems
According to
In a recent survey
For example
One real-life example is

Apologizing for Problems

Sentence Stems I'm sorry about the... (+ *tech/sound*) problems. I was expecting to be able to use the whiteboard/projector/Internet. Thanks for bearing with me here. It will just be one more moment. I apologize for not having enough handouts/chairs/time.

Inviting Audience Questions & Comments

Questions	Responses
 Does anyone have any questions about? Before I move on, does anyone have any questions? I'd be happy to answer any questions you may have at this time. 	 That's a great question. I should have mentioned that. Thanks for bringing it up.
	 I'm afraid I don't have the answer to that question, but I will gladly get back to you. I'm not familiar with, sorry.

Summing Up

Sentence Stems
I hope you found this presentation informative/interesting/useful.
 Thank you for listening/being here/coming. Thanks again for taking the time to attend my talk/ presentation/session.
 Don't forget to (+ reminder of something mentioned in the presentation).
• If you want to continue the conversation, I can be reached at



Presentation Language

QUICK REFERENCE

Here are a few questions, sentences, and sentence starters to use during presentations.

- Good morning/afternoon/evening, everyone.
- If you don't know me, my name is...
- I'd like to thank you all for coming today.
- Have you ever...?
- Did you know that ...?
- Picture this...
- First, I'm going to show you...
- Another thing I want to talk about today is...
- If there is one takeaway from today, I hope...
- Please take a moment to look at the...
- For instance...
- One example is...
- This graphic illustrates that...
- I apologize for the...
- Please bear with me for a moment.
- Does anyone have any questions at this time?
- I hope you found this presentation useful.
- Thank you for listening.

