

# 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
<ul style="list-style-type: none"> <li>• What I want to talk about today is...</li> <li>• What I want to tell you about today is...</li> </ul>
• 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....
<ul style="list-style-type: none"> <li>• Feel free to ask questions at any time/as they come up.</li> <li>• Please save your questions for the end/after the talk.</li> <li>• We will leave... (+ <i>amount of time</i>) for questions at the end of the presentation.</li> </ul>
• 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 is...
- Next, 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... (+ *object/location*) 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... (+ <i>tech/sound</i> ) 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
<ul style="list-style-type: none"> <li>• Does anyone have any questions about...?</li> <li>• Before I move on, does anyone have any questions?</li> <li>• I'd be happy to answer any questions you may have at this time.</li> </ul>	<ul style="list-style-type: none"> <li>• That's a great question.</li> <li>• I should have mentioned that. Thanks for bringing it up.</li> <li>• I'm afraid I don't have the answer to that question, but I will gladly get back to you.</li> <li>• I'm not familiar with..., sorry.</li> </ul>

## Summing Up

Sentence Stems
<ul style="list-style-type: none"> <li>• I hope you found this presentation informative/interesting/useful.</li> </ul>
<ul style="list-style-type: none"> <li>• Thank you for listening/being here/coming.</li> <li>• Thanks again for taking the time to attend my talk/presentation/session.</li> </ul>
<ul style="list-style-type: none"> <li>• Don't forget to... (+ <i>reminder of something mentioned in the presentation</i>).</li> </ul>
<ul style="list-style-type: none"> <li>• If you want to continue the conversation, I can be reached at...</li> </ul>

## 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.

