
HOW TO MAKE AN ORAL PRESENTATION

INTRODUCTION (grab the attention of the audience)

- Can we start? Hi everyone! Let's get started. Let's begin.
- Today, I'm/we're going to talk about ... My/Our presentation is about ...

GIVE THE STRUCTURE OR PLAN OF THE PRESENTATION

- I/we have **divided** the talk **into** three (four, five ...) parts
- The talk/presentation will be in three (four, five ...) parts

First, firstly, first of all,	I/we will present ...	To begin with, ...	I'd like to present
Second, secondly, second of all,	I/we will talk about ...	Then	I'll/ we'll illustrate
After that,	I/we will show you ...	After that	I'll/we'll outline
(And) then,	I/we will speak about ...	I/we will also ...	deal with ...
(And) finally ,	I/we will explain ...	Finally	I'll quickly sum up
(To) conclude,	I/we will tell you		

- **In the first part**, I/we will talk about / In the second part, I/we will look at / And in the third part, I/we will describe ...

INTRODUCE THE FIRST POINT

- So **let's start with ...** / So, **to begin with, ...** / So first of all, ...

MENTION THE POWERPOINT

- As you can see on the PowerPoint...
- As you can see on the screen...
- This picture shows...
- This is a picture of ...
- This chart shows ...
- **I'd like to draw your attention to ...**

REFER TO WHAT YOU SAID BEFORE

- As I said in the beginning, ...
- As I mentioned before, ...
- I've talked about ...
- As I said before ...

REFER TO SOMETHING THAT YOU WILL TALK ABOUT LATER

- You will see later on (that) ...
- You will see on another slide ...

FINISH TALKING ABOUT A POINT

- That's all I wanted to say about ...
- So much for ...

INTRODUCE A NEW POINT

- Now let's **move on to ...**
- Now I'm going to talk about / deal with...
- The next point (in my presentation) is about / concerns ...

SUM UP AND CONCLUDE

- To **sum up**, we have seen... (*summarize the main ideas of the presentation*)
- So we have looked at ...
- To **conclude**, I would like to ...
- I will conclude with a little video .../by telling you a little story...

FINISH THE PRESENTATION (tell the audience that you have finished!)

- That's all I wanted to say about ...
- **That's all**, thank you for your attention.
- Thank you. Do you have any questions? / Are there any questions?

**DO NOT READ AN ORAL PRESENTATION : USE NOTES WITH THE KEY WORDS OR IDEAS
PRACTISE THE PRESENTATION RECORD YOUR VOICE IF NECESSARY**