Speech fan: Presentations #1

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| --- | --- |
| ⭘ |  How to start |
| ⭘ |  Hello everyone. / Hi everyone.  |
| ⭘ |  Good morning, class. / Good morning, everyone. |
| ⭘ |  Welcome to my presentation. |
| ⭘ |  Today I'm going to talk about..... |
| ⭘ |  The topic of my talk is …… |
| ⭘ |  I would like to tell you something about ……. |
| ⭘ |  Let me give you some information about ……. |
| ⭘ |  Structure |
| ⭘ |  My talk has got …… parts. |
| ⭘ |  I have divided my talk into … parts.  |
| ⭘ |  First, I'm going to tell you…, then I'll talk about…. […] and  finally I'll ….. |
| ⭘ |  The first part is about…, the second one will deal with … […] and the last one …. |



Speech fan: Presentations #2

|  |  |
| --- | --- |
| ⭘ | Organisation |
| ⭘ | Please interrupt me / stop me if you have any questions. |
| ⭘ | Please tell me if I don't speak loudly or clearly enough. |
| ⭘ | Please tell me to slow down if I speak too quickly. |
| ⭘ | Please feel free to ask questions. |
| ⭘ | I have prepared a handout for you. |
| ⭘ | Feedback |
| ⭘ | Are you still with me? |
| ⭘ | Am I going too fast? |
| ⭘ | Do you want me to explain … again? |
| ⭘ | Can we move on to the next point? |
| ⭘ | Can you hear me at the back? |
| ⭘ | Do you want me to repeat ….? |



Speech fan: Presentations #3

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| ⭘ |  Moving on |
| ⭘ |  Here's my first point. |
| ⭘ |  OK then, on to my next point. |
| ⭘ |  Let's look at …….. now. |
| ⭘ |  This brings me to my next point. |
| ⭘ |  Next, I'd like to have a look at… |
| ⭘ |  Let's move on to my next point. |
| ⭘ |  Explaining |
| ⭘ |  Let me give you an example. |
| ⭘ |  Let me illustrate this point with…. |
| ⭘ |  Here is an example of what I mean. |
| ⭘ |  Let's have a closer look at this. |
| ⭘ |  Here is a picture / diagram / chart which shows…. |



Speech fan: Presentations #4

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| ⭘ |  Summarizing / Concluding |
| ⭘ |  So, let me sum up what I've said. |
| ⭘ |  So, in conclusion we can say that …. |
| ⭘ |  Let me summarize the main points of my presentation. |
| ⭘ |  Rounding off / Saying thank you |
| ⭘ |  OK, I'm at the end of my talk now. |
| ⭘ |  And this brings me to the end of my talk. |
| ⭘ |  I hope my talk has been interesting. |
| ⭘ |  Are there any questions now? |
| ⭘ |  Thank you for your attention. |
| ⭘ |  Thanks for listening. |
| ⭘ |   |
| ⭘ |   |



Spare strips:

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