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…. […] andfinally 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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