

Handout 2: have a look at some phrases that you can use in presentations. Some phrases are formal and some are informal. Can you decide which phrases to use in this presentation?

At the beginning of your presentation:

I'm going to talk about.....

I'd like to talk about.....

The main focus of this presentation is.....

Use these phrases to tell your audience what you are going to speak about and when:

First of all, I'm going to tell you about.....

Firstly, I'd like to talk about.....

Then, I'm going to talk about.....

Secondly,

Next,

Finally,

To sum up,

In conclusion,

Use these phrases to add more ideas from the same point of view:

In addition,.....

What's more,

Also,

Added to this,

Use these phrases to give the opposite point of view:

However,

On the other hand,

Then again,

Presentation Tips

- Use planning time to prepare what you are going to say.
- Write **short** notes to help you remember.
- Use short, simple sentences to express your ideas clearly.
- Practise your presentation with a friend or in front of the mirror!
- Look at the people who are listening to you.