

7.13

Mini-presentation

Business Builder
Teacher Resource Series

Worksheet

Introduction

Can everyone see? Well, good morning ladies and gentleman. Thank you for coming.
Before we start I'd like to introduce myself. My name is ... and I am the ... (position) of ... (company).
I'm here today to talk about ...

I'm going to look at three main areas.

First, I'll talk about ...

After that I will ...

And finally ...

My presentation will take around 10 minutes. If you have any questions, I'll be happy to answer them at the end of my talk.

Main presentation

First of all, I'd like to look at ...

Any questions so far?

Secondly, ...

I must emphasize that ...

The question is ...

{ I'd like you to look at ... You will see that ...
As you can see from the graph, ...
The figures show that ...

{ If I can just side-track for a moment, ...
As I mentioned earlier, ...
I'll come back to that in a moment.
Now let's move on to the question of ...

This brings me to my last point, which is ...

As you know, ...

In general, ...

On the other hand ...

Finally, ...

Conclusion

In conclusion, let me briefly go through the main points again. First I talked about ..., then I described ..., and finally I ...

Right, I think that's everything. Let me finish by thanking you very much for your attention. And now, if you have any questions, I'll be happy to try to answer them.

Dealing with questions

Could you be a little more specific? / Can I just check what you're asking?

{ You've raised an important point there. Could I ask what your own view is?
Anyone like to comment on that?

Jane, this is your area. Would you like to make a comment?

We only have a few minutes left. Is there one last question?