

PRESENTATION LANGUAGE

Words and phrases
for a
professional presentation
in English

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Presentation language

Introduction

How can this e-book help you?

In this e-book you'll find sentences and phrases for making a professional presentation in English.

The language here will help you to present clearly and politely.

Content + clarity

Having good content in your presentation doesn't always make the perfect presentation. Yes, your content says why you are presenting. But can your audience follow and understand you? Are the points you are making clear?

Good presenters have great content, of course. However, in addition to that they make clear and structured presentations. They use what we call 'signposts' – language (sometimes single words, sometimes phrases) which makes it easier for the audience to:

1. understand the structure of the presentation
2. understand where sections start and finish
3. see when main and new points are being made.

If you use these signposts correctly along with the other polite and professional sentences listed here, you'll be equipped to turn a good presentation into a *great* presentation.

Good luck presenting!

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Contents

The sentences and phrases are divided into sections which follow the logical progression of a well-balanced presentation.

1. Welcoming
2. Introducing yourself
3. Introducing and outlining your presentation
4. Explaining that there will be time for questions at the end

5. Starting the presentation
6. Introducing a new slide
7. Closing a section of the presentation
8. Beginning a new section of the presentation
9. Concluding and summarising the presentation
10. Finishing and thanking
11. Inviting questions

12. Referring to a previous point made
13. Dealing with difficult questions
14. Miscellaneous words and phrases

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1. Welcoming

These first lines can be used in any combination.

- *Good morning/afternoon.*
- *Good morning/afternoon, everyone.*
- *Good morning and welcome to [name of company, name of conference hall, hotel, etc].*
- *Good morning/afternoon. Thank you all very much for coming today.*
- *Good morning/afternoon. I hope you all had a pleasant journey here today.*

Thanking your audience in the first line is polite and also shows appreciation. It can immediately help create a connection between you and your audience.

2. Introducing yourself

- *My name is Mark Watson and I am responsible for . . .*
- *My name is Mark Watson from [name of company], where I am responsible for . . .*
- *Let me introduce myself; my name is Mark Watson and I am responsible for . . .*
- *My name is Mark Watson and I am responsible for . . .*
- *For those of you who don't know me, my name is . . .*

Suggested combination of steps one and two

Good morning, everyone. Thank you all very much for coming today. My name is Mark Watson. I'm from XYZ Plastics, where I am responsible for sales and marketing.

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3. Introducing and outlining your presentation

Your audience will probably know the purpose of your presentation, but you should make sure it is clear to them.

- *The purpose of today's presentation is to . . .*
- *The purpose of my presentation today is to . . .*
- *In today's presentation I'd like to show you/explain to you how . . .*
- *In today's presentation I'll be giving you an update on/overview of . . .*
- *In today's presentation I want to look at/explain . . .*
- *I'm here to discuss . . .*

You can outline your presentation to give the audience a clear overview of what they can expect. For clarity, we can use *first of all, after that, firstly, secondly*, etc. Mentioning how long your presentation will take is also an option.

- *In today's presentation I'll be covering three points/topics.*
- *Firstly, we'll be looking at After that we will take a look at And finally we'll see*
or
- *Firstly, we'll be looking at Secondly And finally*
- *I expect my presentation to take about thirty minutes.*

Suggested combination of steps one, two and three

Good morning, everyone. Thank you all very much for coming today. My name is Mark Watson, and I'm responsible for sales and marketing. In today's presentation I'll be giving you an overview of the current situation on the market, as well as details of our strategy for the next twelve months.

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4. Explaining that there will be time for questions at the end

For various reasons, some presenters prefer to answer questions at the end of a presentation.

- *I'll be happy to answer any questions at the end of the presentation.*
- *If you have any questions you'd like to ask, please leave them until the end, when I'll be happy to answer them.*
- *If there are any questions you'd like to ask, please leave them until the end, and I'll do my best to answer them.*

On the other hand, you may be comfortable with questions during your presentation.

- *Feel free to ask any questions as we go along.*
- *Feel free to interrupt with any questions you may have.*

Suggested combination of steps one to four

Good afternoon, everyone. Thank you all very much for coming today. My name is Mark Watson, and I'm responsible for Human Resources here at XYZ.

In my presentation today we'll be looking at the new recruitment strategy, our targets for the next year, and details of the training programme for new sales employees. I expect my presentation to take about twenty minutes, and I'll be happy to answer any questions at the end.

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END OF THE SAMPLE VERSION

This is the end of the sample version of this e-book. Please visit this web page to get the full version as a PDF file:

speakspeak.com/presentations

The full version has 10 pages.
