

How to Make a Slideshow Presentation

1 Introduce yourself

- *Good morning / afternoon / evening!*
- *Hello everyone, I am...*
- *Welcome everybody! Today, I am going to talk about...*
- *My name is (your name) and I am here today to talk to you about...*
- *The purpose of my presentation is to...*

• Good morning everyone.

For those who don't know me, my name's Simon, and I work in the marketing department.

- *Hello everybody. Before we begin, let me introduce myself briefly: I'm Reese and I'm the head of HR.*
- *Hi guys; if you don't know me, I'm Sylvia and I work in digital marketing.*
- *Hello! I see some new faces, so I'll introduce myself first: I'm Julia and I'm one of our customer service team.*

- 1 **Introduce your topic** Today, I'm going to be talking about
I'd like to talk to you today about

2 Structure your presentation

- *I'll start with... / Firstly, I will talk about... / I'll begin with... / To start, I will describe...*
- *Then, I will look at / focus on... / Next, I will deal with... / After that, I'll consider...*
- *And finally, I will end with...*

I've divided my presentation into three parts

I'll begin by.....

then I'll go on to highlight what.....

Finally, I'll briefly discuss why ...

3 Draw attention to slides and use signposting language

This means using words and phrases to show the audience where your points begin and end,

- *This chart / graph / table / picture illustrates...* **Let's begin by + BV-ing**
- *I would like to show you this...* **Moving on, let's look at _____**
- *If you could draw your attention to...*

Next, I'd like to talk about.../ Let's move on and discuss...

At this point, I'd like to turn to...

Let me go into some more detail about...

Let's examine ...

Let's review the key points from this session.

4 Sum up the presentation

- *To sum up what has been said...*
- *Just a quick recap of my main points...*
- *In conclusion... / I'd like to conclude by...*

5 Invite questions and answer them

So we've covered all the topics I wanted to

- *Does anyone have any questions? / Are there any?*
- *If you have any questions, please don't hesitate to ask.*
- *I will be happy to answer your questions now...*

6 Thank your audience and take your leave

- *Many thanks for your attention!*
- *Thank you all for listening*

I'd like to end by thanking you all for your attention today.

EXTRA TIPS AND ADVICE

- A mind map can help you to prepare your presentation. You can also make a cue card with your key points.
- Use as many words and expressions related to the topic.
- Always use keywords, no whole sentences. Don't read sentences!
- Make sure you are clear when speaking. Don't speak either too slowly or too fast and loud enough.
- Make sure you've been complete. Keep to your structure.
- Look at people when you speak.

Identifying the document

This text is an excerpt from a newspaper article taken from...

This text is taken from a newspaper / from a weekly / monthly magazine.

The headline is supposed to attract the reader's attention.

The subject of the article is stated in the first paragraph.

The date / place matters because...

The document is a column / a comment / an obituary / an interview / a feature article / a leader = an editorial.

There is a photograph that provides more information on the subject.

The figures are provided by the chart.

The article was published on / ran on + date

Identifier le document

Ce texte est un extrait d'un article de journal tiré de ...

Ce texte provient d'un quotidien / d'un hebdomadaire / d'un mensuel.

Le titre est censé attirer l'attention du lecteur.

Le sujet de l'article est présenté dans le premier paragraphe.

La date / Le lieu est important(e) parce que...

Le document est une rubrique / un commentaire / une chronique nécrologique / une interview / un article de fond / un éditorial.

Il y a une photographie qui donne d'autres informations sur le sujet.

Les données chiffrées sont fournies par le graphique.

L'article est paru le...

Summing up the document

To summarize the purpose of the text, I'd say that...

The article consists of two / three paragraphs.

It deals with / It tackles the issue of...

It is about...

It is a very topical issue.

The article is an account of a demonstration.

Résumer le document

Pour résumer l'objectif du texte, je dirais que...

L'article se compose de deux / trois paragraphes.

Il traite du / s'attaque au problème de...

Il traite de...

C'est un thème d'actualité.

L'article est le compte-rendu d'une manifestation.

Branching out

This is an interesting subject because...

In my opinion, this article is very effective because...

His aim must be to inform / to persuade / to convince / to criticize = to run down.

Élargir le sujet

C'est un sujet intéressant parce que...

À mon avis, cet article est très efficace parce que...

Son but doit être d'informer / de persuader / de convaincre / de critiquer.