

Quick Presentation Planner

Simply, finish the phrases with your own ...



A strong start... eye contact, breathe, smile 😊

Welcoming your audience

Good morning, everyone. Thanks for coming today. I'd like to welcome you to ...

Introducing yourself

I know I've met some of you before, but for those I haven't, my name's ... and I am the (position) at (company).

Introducing the title of the presentation

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

Stating your purpose/objective

The aim is to decide/learn about/agree on ...

Outlining the main parts

First, I'll give you ... Second, ... Lastly, ...

Questions

I'll be happy to answer any questions you have at the end of my talk.

The Main Section ... engage them! Use pauses, pitch, eye contact and slow down

Introducing the first point

Ok, let's move on to the first point ...

Supporting your point and comparing

There are two ways you One way is... The other way is...
Consider this ..., imagine that..., research suggests ..., For example, ...
On the one hand... On the other hand. Whereas..., compared to ...

Moving to the close... keep going. You're doing well

Summarising and concluding

Let me just run over the key points again. First, I talked about ..., then, ...
In conclusion, ... To sum up, ...

Closing

Thank you for listening, does anyone have any questions?

Responding to questions

I'm glad you asked that. When you say... do you mean...? Could you say that again? Sorry, I don't follow you. Could we leave that until later?

