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Giving a presentation dictionary is required that will make your presentation sound professional and well thought out. You'll also feel and sound more confident if you carefully structure your talk, using the right phrases to get started, link your points, and finish off your talk. You will find a free download printout with a summary of these phrases at the bottom of this page. Presentation Presentation It is very important to carefully structure your presentation so that your audience can easily follow and understand you. I recommend the following guidelines: Introduction – introduce what you will be presenting, let the audience know that there will be time for questions at endOverview – to provide a general outline of your presentation of Your PresentationState Points – to provide your points in a logical order, providing explanations and exceptions. Make a clear transition between each point. National results and conclusionsSummarizeClose - refers to the beginning of the presentation endQuestions - ask the audience if they have any questions Usually used phrases Introduce the topic Today, I will talk about As you all know..... I'm going to take a look at/ check . . . Today, I will be focusing on..... Overview Of questions I want to mention /discuss..... It is important to start by saying There are several things to consider when looking at the issue..... It makes sense to start with Pointing out points in my mind I believe Important because To my mind..... I think..... The main reason why I have chosen Is..... On the one hand On the other hand..... An important point to consider is..... Adding more points first..... First..... Second / Third At last..... In addition..... What's more..... Another issue to consider is..... I would like to move on That's all I have to say about it, that now I'd move on..... Now I'd like to check out.... This leads me to my next point..... Suing I've talked about.... It gives me up to the end of my..... Well, that's about it now. We're on..... Sum up Overall.... Overall.... As for the end to the beginning so I hope you're clearer about To return to the original question So if we look at what I said at the beginning.... Close conclusions, then it is clear that In conclusion I would say that Questions Thank you for your attention, I would gladly answer any questions you might have. Can't answer the questions This is an interesting question, I don't really know, but I'll come back to you later. Good question! I really don't know! What do you think? Unfortunately I'm not the best person to answer it. If something goes wrong! Let me say that in another way..... Maybe I can paraphrase that..... Put Put way, it means..... What I want to say is Free Downloadable handoutSingDeaging Dictionary Download presentation Dictionary return dictionary lists from giving presentation vocabularyreturn to Home Page No matter what area you are working on, at what point you will be giving the presentation. It can feel very nerve wracking at first, if not downright frightening. One study found that 80% of us get jitters at the thought of public speaking, and even that sounds a bit low! The good news is that anxiety motivates careful preparation... and careful preparation is the key to a great presentation! In this article, we've drawn a total of 63 business presentation phrases to help you structure your next conversation for maximum impact. We have also taken eight actions to help you plan and deliver the speech you are proud of. How to put together a killer business presentation in 8 easy steps Here's how to create a presentation that will make your customers want to buy from you and your colleagues you want to be you! 1. Research your presentation If you are asked to give a presentation on the topic, then it is possible in your area of competence. However, there may be areas where you need a little more knowledge. It is important to figure out what they are early rather than get an unpleasant surprise later! You might be asked about what you understand the least. To test this, divide the topic of your presentation into smaller issues. For example, if you present ads for your company's benefits to social media in the previous quarter, you might consider: What advertising on social media have we done this quarter? How is this different from what we did in the previous quarter? What would we consider a successful outcome of this ad? Do we have any hard data on this? What benefits do other companies see from social media advertising? Have we experienced any flaws in advertising on social media? What conclusions could we draw on social media advertising for the next quarter? Breaking your presentation into pieces will make your approach more organized. In addition, you can clearly see what data and information is needed to back up points. Maybe you want to talk to an in-house SEO expert, or some competitor research. It may also be worth talking to colleagues who do not agree with your conclusions. Many of the observations you make from this exercise will be clear, but taking a systematic approach to research is a great way to avoid missing something important! 2. Plan your presentation Now you probably have a lot more information than you could reasonably ask your audience to remember! It is best to strip everything back to basics: make yourself a very simple plan. Start by whining your introduction, and three to the main points that you want people to take away from the conversation. From there you can add sections and decide how much time to spend on each section. If English is your second language – and even if it isn't – it's helpful to write a script for what you plan to say. You probably won't stick to it, but it will help you solidify your ideas and you get something to work on. To make your speech sound natural, use a simpler language than you normally would when writing for business. Not sure how what you're writing could sound native English? Book a few sessions with Preply Business English tutor and you can go through it with an expert phrase with a phrase. You might also be interested to learn 30 of the most useful Business English terms and phrases. 3. Learn the phrases above Now you have written a simple script, it's time to start rehearsals! Unless you really need to, don't memorize the whole thing word-for-word. If you do, forgetting one word could throw you off balance. It's safer to learn only your key phrases than stuffing your brain full of too much information. If you lose your way, it will be easier to move to the next point and resume your presentation. Depending on the situation and length of your presentation, you may be able to get away by holding a sheet of paper with phrases on it. If you are going to submit a board, your manager, or customer about their finances, check out our blog post about the most common English accounting dictionary. 4. Prepare some visual aids these days, most people use the slide deck when submitting business ideas. If you have this option, it's a great way to keep the audience focused. Some people prefer to have it on the slide deck before even writing their presentation script. Regardless of the way you choose to prepare, there are no crowded your slides: you are the manager, they are just something to look at! Try to keep them bullet points with the key points you want people to remember. It's also a great idea to signpost your argument with infographics and images. According to one experiment, when the audience hears new information, they most likely remember only 10% of it three days later. However, if the image in question is paired with the same facts, they remember 65% three days later. If you can't use a slide set, it's still helpful to prepare something visual for your audience. An old school flip-chart or hand-out with your main idea written on it can emphasize your points just like that! 5. Practice, practice, practice The more you can rehearse your presentation, the more confident you will be in the day. Try recording yourself giving the presentation several times and watching it back. It will probably feel a bit embarrassing, but working with this embarrassment can prepare you well to deal with fear of presentation! When you watch yourself back, listen carefully to your accent. Are there any words or phrases that you find difficult to pronounce? Try searching for them in an online dictionary with an audio device, such dictionary.com. If this is an issue in several places, then you might as well look at our article on how to improve your pronunciation. If the presentation is very important, you might ask your colleague to watch it and offer constructive feedback. However, if you're more worried about sounding natural and free than presentation content, some sessions with a Preply Business English tutor can work wonders. We have online trainers in over 50 languages. 6. Anticipate questions Even if you don't have a specific section on issues, you should expect one or two at the end of your presentation. That's right: the questions are a sign that your audience was listening! Try to come up with some ideas that people might ask and study the answers in advance. Even better, have a colleague watch your presentation and make some suggestions. If you plan to ask a question and answer section at the end of your presentation, you'll also need to have a backup plan if your audience is quiet. Prepare one or two questions for yourself to get started. You might say something like: Well, something many people have asked me to have... You all still think about this one? To start it off, the issue that often comes up is... Don't worry if your audience says nothing – you might be on to all they need to know. It's good to be prepared with a few extra points, however, just so your presentation doesn't end in an awkward silence! 7. Consider your body language when trying your presentation, don't just read it while you're sitting at your desk. So many people's communication has nothing to do with words. Try to practice what your body will do during the talk! Here's a great video with body language tips for you to get started: Also consider what you do with your hands – some people gesture a lot when they become nervous and it can be troublesome. Put restless hands on good use using the pointer to indicate ideas for your slidedeck. You might also try holding your notes, or even a bottle of water. 8. Try to manage your nerves you have done your best to prepare for your presentation. Now the only thing left is to present it with confidence! Unfortunately, it's easier said than done, especially if you're presenting a second language. Try some of these tricks to manage your anxiety. Many of the physical signs of nervousness are similar to the signs of excitement: fast heart beat, sweaty hands, dry mouth. Tell yourself this feeling of coming over me is a wave of excitement and you could trick your brain your nervousness as a positive emotion instead. Recent research has shown that this trick can make us more effective in almost any task! Try to have a moment of calm for yourself before the presentation. Go to the bathroom and take four deep breaths. Inhale for 4 seconds, hold your breath for 7 seconds and breathe out for 8 seconds. If you're counting, you'll really focus – it will draw your full attention back into your body and quiet your mind. Some people also find it useful to focus on the tip of the nose. Do not forget that during your conversation there should be a bottle or a glass of water in standby mode if your mouth dries. Be aware that you could speak quickly or less clearly when you are nervous. Make a conscious effort to stop between sentences and slow down your speech so that the full weight of your words can be felt. 63 must-know business presentation phrases Here is a list of natural sounding phrases that you would like to use in your next business presentation. They won't all be helpful to everyone, but they will give you some building blocks to structure your presentation around. Welcome to your audience Open with a greeting and thank you to the people for coming. Here are some opening statements, ranging from formal to informal: Good morning/afternoon/evening for everyone. Thanks for coming. On behalf of Lego, I would like to welcome you all to our offices. Hi all. I would like to welcome you to Lego's head office, I believe you all found us well. Hello everyone, I'm glad to be talking to you today. Hi everyone, I think we might still be missing some people, but I'm going to kick things off now so we have time to get through everything. Hello and thank you all for coming. I appreciate you're here for such a rainy Monday morning/last thing on a Friday afternoon. Presentation theme: Your audience knows why they're there, but it's useful to briefly state it. As you all know, I'm going to be talking to you about CPC advertising best practices. In this presentation, I'm going to walk you through some of the best practices in CPC advertising. For the next forty-five minutes, I'm going to be talking to you about best practices for CPC advertising. By the end of this session, you all know a little more about best practice in CPC ads. Presentation yourself Briefly tell the audience who you are: give your name, company, and position. You can tap any other information that explains why you can give this presentation. 10. My name is Kenny Jones and I am the Head of Marketing here. 11. First of all, a little bit about my background. I am the head of marketing for Lego and I have been with the company for seven years. Before that, I worked Booking.com where I... 12. To introduce myself, my name is Kenny and I am the leader at Lego. 13. In the introduction, my name is Kenny and I head up to the Department of Commerce in Lego. Give your presentation a guide Even if your presentation is short, it's helpful for your audience to know what you're going to discuss. It'll keep you focused, and ensure that they hear the facts, not the endless flow of information. 14. My presentation will take about 45 minutes and is divided into four parts. Section 1 will discuss... 15. Since we only have 45 minutes to discuss this huge topic, I'm going to keep things short. This discussion will be divided into four parts. To start... 16. I think it would be helpful to share a road map of what I intend to cover. This discussion will be divided into four parts. 17. I'm going to look at four different aspects of CPC ads for today's presentation. Free Wi-Fi is available. Question policy and all the rules what do you want from your audience? Do you mind being interrupted, or does it distract you? Indicate your hopes and you will not be surprised. Consider whether you should notify you of other rules about audience behavior. 18. If you have any questions about anything, please wait until the end of the presentation to ask them. We will have ten minutes of open discussion at the end. 19. Feel free to stop if you have any questions. 20. If something is not clear, put your hand up and I will do my best to answer your question. 21. I would gladly answer all the questions at the end of my conversation. 22. Unfortunately, photography is not allowed in this presentation. 23. I would be grateful if you could all put your phones in silence, or turn them off for the time of this talk. The beginning of the main body of the presentation for your audience now has a good idea of who you are and what to expect. Now there's a room in the eye waiting to hear your knowledge. This can help you get started by turning a topic into a topic. So what is CPC advertising? 25. Let us start from the very beginning. Many people are asking... If it doesn't suit you, then try one of these phrases to prove that your introduction is over, and the main body will soon begin. 26. Without further ado. 27. Let's start. 28. I would like to start by talking about ... 29. Let's kick things off. Starting a new section of the main body Once you've made your first point, try summarizing it in one sentence. Then you are ready to start a new phrase. Here are some options for that: 30. Okay, so this is Facebook ads. But what about Google ads? Also... 31. Now let's turn Google ads. 32. There is much more to learn about it, but since we've pushed for a while, let's move on to Google ads. 33. Next: Google ads. 34. Part Two: Google ads. Useful words to list in ancient Greece, rhetoric (professional public speakers) developed stunts audience attention. One of them was to number their ideas on the toes so the audience had visual help to follow along with. Fortunately, it works even better by showing bullet points in PowerPoint! Here are some ideas on how to list your points: 35. There are five main advantages to this approach... First... Second... Third... 36. There are three main reasons why users choose Google ads. This is mainly because... but another important factor is ... some people choose them because... 37. There are five stages of the process. You start with ... then you should ... After that, introduce your visual helper It's best to give your audience something to look at to enhance your points. Here are some phrases to show people what you want them to notice. 38. If you look at this schedule, you will see ... 39. From this chart we can understand how ... 40. As you can see from this infographic, our research shows that... 41. This diagram shows the results of our recent experiment that we undersered. Y axis represents ... but the x-axis denotes ... End a presentation Business presentation usually ends with a summary. You can use this to reinforce your key points (if someone dozed off!) or come back to the question you discussed. 42. This is what CPC ads are today. In short, we're on... 43. Well, that's just about everything we've got time for today, unfortunately. I hope you have learned something about CPC advertising. 44. Well, that concludes my presentation today. To refresh the memory, the main takeaways are as follows. Free Wi-Fi is available. 45. This leads me to the end of my set. I hope you're a little clearer about what CPC advertising is and when to use it. 46. So to draw everything together, the next time you think about CPC advertising, consider the following factors.... That's all from me! By engaging the audience in the discussion you've said your piece, and the audience is full of new information. Thank them for their attention and if you feel likely, invite them to ask you for clarification. 47. Thank you for listening. We have five minutes left. Are there any questions? 48. Thanks for your attention, I hope you've found this session useful. I would be happy to answer all the questions. 49. Thank you for listening. I would now like to open the word to questions, so just lift your hand if there's anything else you want to know. When you get questions, don't feel you leap into the answer right away. You can buy yourself an extra few seconds with one of the following phrases. 50. Thanks for your question, Mike. 51. This is an interesting question. 52. I'm glad you asked me that. If you are not sure how best to answer a question, don't be afraid to ask for explanations about exactly what information asker is looking for. It is also professional- to admit when you do not know something. 53. Could you please explain exactly what you mean by that? 54. Are you generally asking about my experience or industry data? 55. I'm afraid I don't have these numbers at the top of my head, but if you give me your email address at the end, I can keep up with you later. 56. Unfortunately, this is slightly outside my suing. However, I think you could almost certainly find more information about that... 57. That's a big question and I must say I don't know for sure, but my best guess would be that... Check out the question asker To really prove your experience, check if your question has impressed the audience member who raised it. 58. I hope that makes sense. Is that the answer I'm looking for? 59. Is that the answer to your question? 60. Feel free to come and grab me after that if you want to discuss this further. Thank you to the audience of 61. Thank you very much for your attention. 62. Thank you all for coming, I really enjoyed talking to you today and hope this session has been helpful. 63. Thanks for listening, do feel free to contact me through my website or email if you think about any further questions. A short afterword Hopefully you will now feel ready to give a presentation that will leave your audience speechy! Or at least, impressed with your professionalism and flair. Remember: if one of the reasons why you're worried about your presentation is because English is the second language you get, some sessions with a Preply Business English tutor can work wonders. The teacher can help you write the best possible speech, and suggest more conversational options for unnatural phrases. Preparation is the key to success, but pairing it with expert advice and you'll take your presentation skills to a whole new level! Level!