

HOW TO MAKE A PRESENTATION

How do I start?

- You could introduce your talk or presentation formally.

Today I'm going to talk about ...
 In this presentation, I'd like to tell you a little bit about ...

- Alternatively, you could grab your audience's attention by starting with a question or a challenging statement. Use pictures or objects.

So, how much do you know about _____?

Have you ever asked yourself why ... ?

What I'm going to tell you about today will change the way you think about ...
 Pass around the picture/object. What do you think it is?

- Make it short. Write down the points you want to make, edit them down to, say, four, then decide which order you are going to make them in.
- Introduce each point with an expression from the list below.

The first/key thing to say about _____ is ...

The main point to make about _____ is ...

What you really need to know about _____ is ...

Now let's look at ...

Let's turn to/move on to ...

Another interesting thing to say about _____ is ...

Finally, I'd like to say a few words about ...

- After introducing the point, add information briefly in two, three, or, at the most, four sentences. Use markers like the ones below to construct long, well-balanced sentences.

Anyway, ...; Naturally, ...; Of course, ...

Similarly, ...; Surprisingly, ...; Remarkably, ...

Despite, ...; However, ...; Although, ...; Whereas ...

Consequently, ...; In addition, ...; Moreover, ...; Furthermore, ...

Incidentally, ...; By the way, ...; It's worth noting that ...

- Conclude the presentation by briefly summarizing what you have said, or the points you have made. You could end by asking for comments or questions.

In conclusion, ...; To sum up, ...

So, remember that _____ is all about _____, _____, _____ and _____.

So, there are three things to remember about _____ ...

Does anybody have any questions?

How do I finish?

What do I say?

How do I organize the presentation?