

# Giving a talk

## PARTS OF A TALK:

### **Introduction**

- welcoming the audience
- introducing yourself
- introducing the topic
- saying why your topic is relevant to the audience/why you've chosen the topic
- presenting the structure of a talk
- organisation (timing, handouts, questions)

### **Main part**

- presenting main parts (usually three)

### **Conclusion**

- summing up
- recommending or suggesting something

### Welcoming the audience

*Good morning / afternoon, ladies and gentlemen.*

*Hello / Hi everyone.*

*First of all, let me thank you all for coming here today.*

*I'm happy that so many of you could make it today.*

### Introducing yourself

*Let me introduce myself. I'm Elwood Blues of The Blues Brothers.*

*For those of you who don't know me, my name is ...*

*As you probably know, I'm the new HR manager.*

*I'm head of logistics at Aces High.*

### Introducing the topic

*I am here to talk about / give a presentation on ...*

*Today I'm going to talk about ...*

*The subject of my talk / presentation is ...*

*As you can see on the screen, our topic today is ...*

*What I'd like to present to you today is ...*

### Saying why your topic is relevant to your audience / why you've chosen your topic

*My talk is particularly relevant to those of you / us who ...*

*Today's topic is of particular interest to those of you / us who ...*

*My / The topic is very important for you because ...*

*By the end of this talk you will be familiar with ...*

*I've chosen the topic because ...*

*I became interested in ... when I read about it in ... / heard about it on / from ...*

*What is interesting about the issue is that ...*

*I've decided to talk about ... because ...*

## **Presenting the structure of a talk**

*I've divided my presentation into three main parts: x, y and z.*

*The talk is in three parts ...*

*The first*

*second                      part looks at / is about ...*

*third*

*In my presentation I'll focus on three major issues.*

*First, I'll be looking at ..., second ..., and third ...*

*I'll begin / start off by explaining ...*

*Then / Next / After that, I'll go on to ...*

*Finally, I'll offer some solutions.*

Examples:

*I've divided my talk into three main parts. First of all, I'll tell you about the history of our company. After that I'll describe how the company is structured and finally, I'll give you some details about our range of products and services.*

*I'd like to update you on what we've been working on over the last year. I'll focus on three main areas: first our joint venture in Asia, second, the new plant in Charleston, and third, our redevelopment project.*

## **Organisation**

### **Timing**

*My presentation will take about 20 minutes.*

*It should take about 30 minutes to cover these issues.*

### **Handouts**

*I'll be passing out handouts in a few minutes.*

*Does everybody have a handout/brochure/report? Please take one, and pass them on.*

*Don't worry about taking notes. I've put all the important statistics on a handout for you.*

*I'll be handing out copies of the PowerPoint slides at the end of my talk.*

*I'll email the PowerPoint presentation to you.*

### **Questions**

*There will be time for questions after my presentation.*

*If you have any questions, feel free to interrupt me at any time.*

*Feel free to ask questions at any time during my talk.*

## **Getting the audience's attention**

### **Ask a rhetorical question**

*Is market research important for brand development?*

*Do we really need quality assurance?*

### **Start with an interesting fact.**

*According to an article I read recently, central banks are now buying euros instead of dollars.*

*Did you know that fast food consumption has increased by 600% in Europe since 2002?*

**Tell them a story or anecdote**

*I remember when I attended a meeting in Paris ...*

*At a conference in Madrid, I was once asked the following question: ...*

**Give them a problem to think about.**

*Suppose you wanted to set up a new call centre. How would you go about it?*

*Imagine you had to reorganise the sales department. What would be your first step?*

**'Signposting' phrases****Saying what is coming**

*Let's start with / Let's look at / let's talk about / Let me tell you about ...*

*In this part of my presentation, I'd like to tell you about ...*

*So, let me first give you a brief overview ...*

**Moving on to the next point**

*This leads directly to the next part of my talk.*

*Let's move on to the next point.*

*This now leads us to my next point.*

*Let's now turn to the next issue.*

**Indicating the end of the section**

*This brings me to the end of my second point.*

*So much for ...*

*So that's the background ...*

**Referring back**

*As I mentioned before, ...*

*As I said earlier ...*

*Let's go back to what we were discussing earlier.*

*Let's now come back to what I said earlier.*

**Summarizing a point**

*I'd like to sum up the main points.*

*Let me briefly summarize what I've said so far.*

**Highlighting information**

*I'd like to start by drawing your attention to ...*

*What I'd like to point out here is ...*

*I think you will be surprised to see ...*

*I'd like to focus your attention on*

*Let's look more closely at ...*

**Talking about visuals****Visuals:**

bar chart

pie chart

line graph

curve

table

### **Explaining a visual**

*Let's now look at the next slide, which shows ...*

*First, let me quickly explain the graph.*

*You can see that different colours have been used to indicate ...*

*The key in the bottom left-hand corner shows you ...*

*As you can see **in** the chart ....*

### **Conclusion of a presentation**

#### **Signalling the end of the presentation**

*Well this brings me to the end of my presentation.*

*Thank you all for listening*

*OK, I think that's everything I wanted to say ..*

*As a final point, I'd like to talk ...*

*I'm now nearing the end of my talk ...*

#### **Summarising the main points**

*To sum up / Summing up / In conclusion / To conclude ...*

*I'll just run through the three different options.*

*Before I stop, let me go through the main points again.*

*Just to summarise the main points of my talk ...*

#### **Recommending or suggesting something**

*We'd suggest taking the following steps: ...*

*We'd therefore recommend that we ...*

*In my opinion, we should ...*

*What I'd like to suggest is ...*

#### **Inviting questions**

*Now I'll be happy to answer any questions you may have.*

*We just have time for a few questions.*

*Are there any questions?*

*Do you have any questions?*