

PARTS OF AN ORAL PRESENTATION

1. INTRODUCTION

1.1. Welcome your audience and introduce yourselves.

- ✓ Good morning/afternoon everyone. Thank you all for coming to our presentation.
- ✓ My name is , and these are my classmates , and we are 2º ESO/3º ESO students.

1.2. Introduce the topic or subject of your presentation.

- ✓ Today we're going to talk about / we're going to cover the topic of
- ✓ Let's take a moment to introduce the subject.

1.3. Explain briefly the structure of your presentation.

- ✓ We have divided the presentation into four parts. First, I will **talk about** / I will begin with..... Then / After that /Next, I will **look at**..... Then / After that /Next, we will **deal with**... , before looking at... Finally, we will give a brief **conclusion**. We welcome any **questions** that you may have at any moment / at the end of the presentation.

2. BODY

2.1. Speak about the first point or part of your presentation.

- ✓ **First of all / Firstly**, I will **talk about** / I will **begin with**...

Let's start by looking at /Let's **start with**

To begin with /To start with,

I'd like to start by looking at

You can use quotes, results from research or surveys, graphs, pictures, diagrams, schemes, lists or short videos to support your speech.

2.2. Summarise or recap the first part of your presentation. Hand over to your partner.

- ✓ Well, that's all I have to say about / Well, I think that covers most of the things I want to say about or:
I've told you about/I've looked at /I've shown you
- ✓ Now, my classmate (classmate name) will talk about /look at / deal with / focus on /discuss

2.3. Move on to a second or new point.

- ✓ Let's move on to
- ✓ This leads me /brings me to the next point,

- ✓ Thank you (classmate name). I'd like now to look at / Now, I am going to move on to / discuss / talk about.... / focus on / deal with

2.4. Summarise that second point or part of your presentation. Hand over to your next partner, if it exists.

Useful expressions to use during the body of your presentations:

- *As I said at the beginning / before, ...*
- *As you all know, ...*
- *This ties in with ... /This is related to ...*
- *According to*
- *Recent research/some researchers showed/pointed out /found that..... .*
- *This means that..... / This is because*
- *This picture/graph/diagram shows that / As you can see in this picture /diagram / graph,*
- *For example, /A good example of this is / To give you an example,*
- *As a result,... /Consequently, / Therefore,.....*
- *Besides, / In addition, /What's more, / Moreover,*
- *However,*
- *Although /Even though*
- *On the one hand,..... . On the other hand,*

3. SUMMARIZE THE WHOLE PRESENTATION. CONCLUSION. SAY GOODBYE. QUESTIONS FROM THE AUDIENCE.

- ✓ That brings me to the end of the presentation. To summarise the main points, we first talked about /looked at / dealt with / focused on / showed... Then/After that /Next, and finally,
- ✓ To sum up/In conclusion, _____.
- ✓ So/Well, that's the end of our presentation. Thank you all for listening/for your attention.
- ✓ And now, we would be happy to answer any questions you have. Are there any questions?