





# PORTA FUTURO LAZIO

## INGLESE PER PRESENTAZIONI

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# ENGLISH FOR PRESENTATIONS



# Getting started

- Welcome audience
- Introduce yourself
- Say what the topic is
- Explain why audience will be interested

# 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/delighted that so many of you could make it today

# Introducing yourself

- Let me introduce myself, I'm ... from...
- For those of you who don't know me
- As you probably know, I'm...
- I'm head of logistics here at ...

# Saying what your topic is

- As you can see on the screen, our topic today is...
- The subject of my presentation is...
- I'd like to talk about...
- I'm going to tell you about...
- My presentation is about...

# Explaining why your topic is relevant for your audience / engaging

- My topic is particularly relevant for those of you/us who...
- Today's topic is of particular interest to those of you/us who...
- By the end of this talk you will be familiar with...
- I'd be happy if my presentation offered you a valuable insight on...

# Formal / Informal

- Good afternoon / Hi, everyone
- Today I would like to / Today I'm going to talk about
- Let me just start by introducing myself. My name is / As you know I'm
- It's a pleasure to welcome you today / It's good to see you all here
- In my presentation I would like to report on / What I want to do today is
- The topic of today's presentation is / in this talk I'll tell you about
- I suggest that we begin now / OK, let's get started
- I'm aware that you all have pretty tight schedules / I know you are all very busy



# Organization - timing

- my presentation will take about 20 minutes
- it should take about 30 minutes to cover these issues

# Handouts

- Does everybody have a handout / report / scheme? 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
- You are going to get a presentation summary via email

# Questions

- There will be time for questions at the end of the presentation
- If you have any questions, feel free to interrupt me at anytime
- Feel free to ask questions at anytime during my talk

# Openings / getting audience's attention

- Is market research important for brand development? / Do we really need quality assurance?
- According to an article I read recently, the corona virus will lead to a crisis of both offer and demand / Did you know that fast food consumption has increased by 600% in Europe since 2002?
- Suppose you want to set up a call center. How would you go about it? What would be your first step? (collect feedback, consider team work or pair work)

# Signposting phrases

- In this part I'd like to tell you about / We are about to examine an interesting graph
- This leads directly to the next part of my talk / before I move on to the next point / this brings us directly to my point, which is price
- This brings me to the conclusion of my second point:...
- As I mentioned before,... / As I said earlier,... / let's go back for a moment to...
- I'd like to sum up the main passages / Let me briefly summarize what I've said so far

# Talking about (difficult) issues

- I think we first need to **identify** the problem
- Of course we'll need to **clarify** a few points before we start
- We will have to **deal with** a scenario of inflated prices
- The question is: why don't we **tackle** the distribution problems
- If we don't **solve** this problem now, we'll get into trouble soon
- We should **take care of** the logistics by implementing the transport sector

# Saying numbers

- 2m - two million
- 1.6bn - one point six billion
- $1/3$ ,  $3/4$  - one-third, three-quarters
- 235m<sup>2</sup> - Two hundred and thirty-five square meters
- 98% - ninety-eight per cent
- \$150,000 - one hundred and fifty thousand dollars

# Approximating numbers

- (90,083) → We sold **a little more than / just over** 90,000 app subscriptions
- 14.8% → **nearly / around** 15% of customers expressed mild criticism
- £1.98m → We will be spending **approximately / roughly** 2m pounds on this technology
- \$3.97 → it will cost **a little less / just about** 4 dollars per item
- 389m<sup>2</sup> → the new office is **about / almost** four hundred square meters

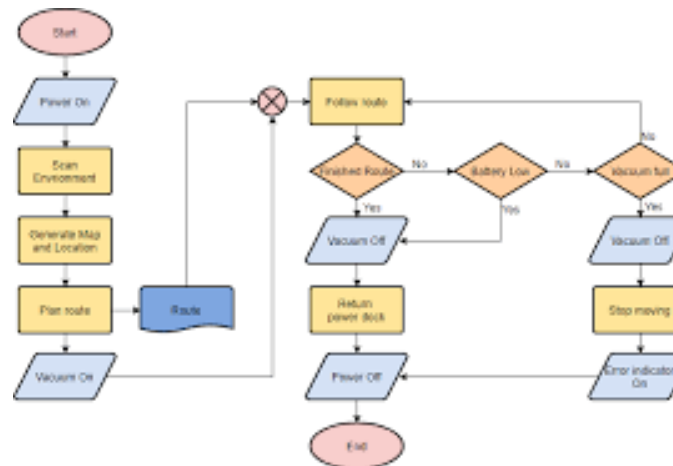
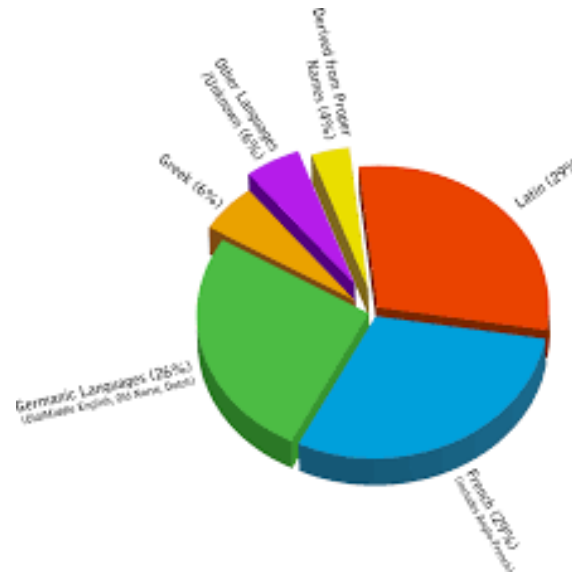
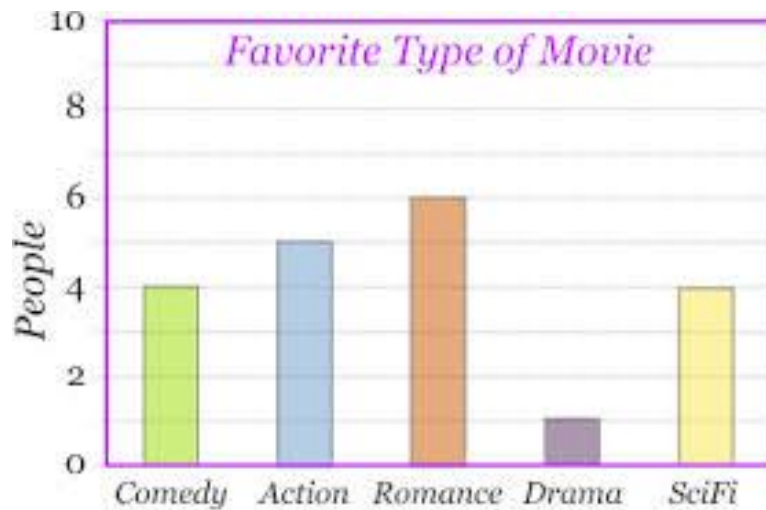


# Emphasizing important points

- I'd like to **stress / draw your attention to** the following table
- **What** is really important to know beforehand, is how much we are prepared to invest
- So, where do we go from here?
- It would be **completely wrong** to change our strategy at this point
- I consider this passage **extremely important / totally unacceptable**

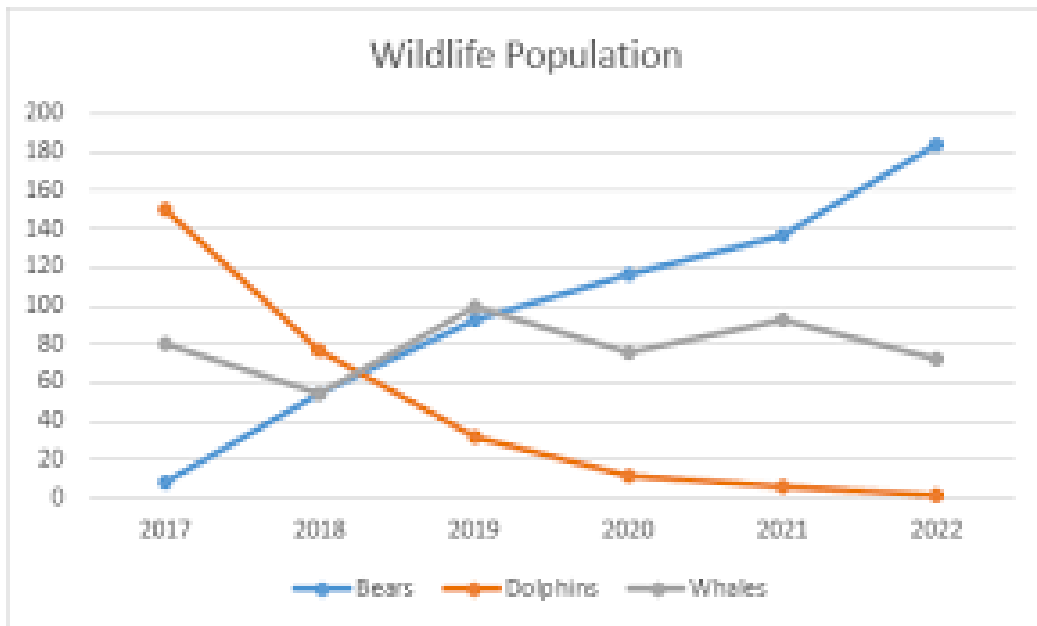
# Visuals: bar / flow / pie - Charts

- Bar chart



# Explaining a visual: commenting a graph

- Decline, fall, go down, slump, plunge, decrease, drop
- Fluctuate, stabilize, remain stable, stay the same
- Increase, rise, pick up, rocket, climb, double, expand, reach a high



# Talking about trends (past simple & present perfect)

- The number of tourists **has risen** to 2.6 million
- The oil industry **raised** prices last year
- Our export business **almost doubled** between May and July
- The Chinese economy **has grown rapidly** over the past few months
- The number of investors **has declined** since 1998 (ongoing trend)
- Oil costs **have fallen steadily** since January
- Between January and March the orders **have been fluctuating**
- We can witness a **dramatic fall** in sales in the last few months

# Trends (adjective and adverbs)

- There was a **sudden increase** in prices
- We noticed a **moderate fall** in August
- This was followed by a **gradual decline**
- We can't help but noticing a **dramatic fall**
- -----
- Sales **increased slightly** in November
- Over the past few years the number **has dropped significantly**
- Last month the sales **rose sharply**
- This rocketing sales scenario **explains well** the investors' excitement

# To sum up...

- I'll just run through the three different options
- We'd suggest...
- Now I'd be happy to answer any questions you may have
- We'd therefore recommend that we...
- Before I stop, let me point out the two key-concepts we should really bear in mind
- Well, this brings me to the end of my presentation

# Using your voice (and non verbal language) effectively

- We all know that this is an **extremely** difficult market (it's more than just difficult)
- We all know that this is an extremely difficult market (you and I agree on this)
- **We** all know that this is an extremely difficult market (but they don't)

# Let's try to read these examples!

- I'd like us to work out a strategy (1 - just us and nobody else, 2 - a plan is important)
- This is not the only option (1 - there might be others, 2 - I have a better one)
- Sales this month have been quite good (1 - but not brilliant, 2 - we are happy)
- There hasn't been a dramatic increase in production costs ( 1 - but there has been an increase, 2 - the increase was in staff costs)



# conclusions

- Keep it simple
- don't overload your slides
- don't read, interact
- Get to 2, 3 main points
- Sum up to help memorization and highlight key concepts

# Seguici sui social

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Grazie per l'attenzione  
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