

BUSINESS PRESENTATION

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1. Welcoming

*Good morning and welcome to [name of company, name of conference hall, hotel, etc.].
Thank you all very much for coming today.
I hope you all had a pleasant journey here today*

2. Introducing yourself

*My name is Mark Watson and I am responsible for
My name is Mark Watson from [name of company], where I am responsible for
Let me introduce myself; my name is Mark Watson and I am responsible for ...*

3. Introducing your presentation

*The purpose of today's presentation is to
The purpose of my presentation today is to
In today's presentation I'd like to ... show you / explain to you
In today's presentation I'm hoping to ... give you an update on... / give you an overview of ... In today's
presentation I'm planning to ... look at / explain ...*

You can also outline your presentation to give the audience a clear overview of what they can expect:

*In today's presentation I'm hoping to cover three points:
firstly, ... , after that we will look at ... , and finally I'll
In today's presentation I'd like to cover three points:
firstly, ... , secondly ... , and finally*

4. Explaining that there will be time for questions at the end

*If you have any questions you'd like to ask, please leave them until the end, when I'll be happy to answer them.
If there are any questions you'd like to ask, please leave them until the end, when I'll do my best to answer them*

Useful language for overviews

"My presentation is in three parts."
"My presentation is divided into three main sections."
"Firstly, secondly, thirdly, finally..."
"I'm going to..."
take a look
talk about...
examine...
tell you something about the background...
give you some facts and figures...
fill you in on the history of...
concentrate on...
limit myself to the question of...
"Please feel free to interrupt me if you have questions."

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"There will be time for questions at the end of the presentation."

"I'd be grateful if you could ask your questions after the presentation."

The main body of the presentation

During your presentation, it's a good idea to occasionally remind your audience why your presentation and ideas are important or relevant.

"As I said at the beginning..."

"This, of course, will help you (to achieve the 20% increase).

"As you remember, we are concerned with..."

"This ties in with my original statement

"This relates directly to the question I put to you before..."

Keeping your audience with you

"I'd now like to move on to..."

"I'd like to turn to..."

"That's all I have to say about..."

"Now I'd like to look at..."

"This leads me to my next point..."

Phrases for introducing visuals

It's important to introduce your visual to the audience. You can use the following phrase

"This graph shows you..."

"Take a look at this..."

"If you look at this, you will

"I'd like you to look at this..."

"This chart illustrates the figures..."

"This graph gives you a break down of..."

"As you can see..."

"This clearly shows ...

"From this, we can understand how / why..."

"This area of the chart is interesting..."

Summarising

At the end of your presentation, you should summarise your talk and remind the audience of what you have told them:

"That brings me to the end of my presentation. I've talked about..."

"Well, that's about it for now. We've covered..."

"So, that was our marketing strategy. In brief, we..."

"To summarise, I..."

Relating the end of your presentation to your opening statement:

"So I hope that you're a little clearer on how we can achieve sales growth of 2

"To return to the original question, we can achieve..."

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"So just to round the talk off, I want to go back to the beginning when I asked you..."

"I hope that my presentation today will help you with what I said at the beginning..."

Handling questions

Thank the audience for their attention and invite questions.

"Thank you for listening – and now if there are any questions, I would be pleased to answer them.

"That brings me to the end of my presentation. Thank you for your attention. I'd be glad to answer any questions you might have."

It's useful to re-word the question, as you can check that you have understood the question and you can give yourself some time to think of an answer. By asking the question again you also make sure that other people in the audience understand the question.

"Thank you. So you would like further clarification on our strategy?"

"That's an interesting question. How are we going to get voluntary redundancy?"

"Thank you for asking. What is our plan for next year?"

After you have answered your question, check that the person who asked you is happy with the answer.

"Does this answer your question?"

"Do you follow what I am saying?"

"I hope this explains the situation for you."

"I hope this was what you wanted to hear!"

If you don't know the answer to a question, say you don't know. It's better to admit to not knowing something than to guess and maybe get it wrong. You can say something like:

"That's an interesting question. I don't actually know off the top of my head, but I'll try to get back to you later with an answer."

"I'm afraid I'm unable to answer that at the moment. Perhaps I can get back to you later."

"Good question. I really don't know! What do you think?"

"That's a very good question. However, we don't have any figures on that, so I can't give you an accurate answer."

"Unfortunately, I'm not the best person to answer that."

What to say if things go wrong during your presentation

You think you've lost your audience? Rephrase what you have said:

"Let me just say that in another way."

"Perhaps I can rephrase that."

"Put another way, this means..."

"What I mean to say is..."

Using your voice when making presentations

Don't speak in a flat monotone – this will bore your audience. By varying your speed and tone, you will be able to keep your audience's attention. Practice emphasizing key words and pause in the right places – usually in between ideas in a sentence. For example "The first strategy involves getting to know our market (pause) and finding out what they want. (pause) Customer surveys (pause) as well as staff training (pause)

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will help us do this."

Don't forget – if you speak too fast you will lose your audience!

BUSINESS MEETING

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Business Meetings

Opening a Business Meeting Phrases

Good morning/afternoon, everyone.
Let's begin, shall we
Shall we make a start?
Let's get down to business

Welcoming and Introducing Meeting Participants

We're pleased to welcome – names of participants
I'd like to introduce – names of participant
It's a pleasure to welcome – names of participant

Introducing the Meeting Agenda

Have you all received a copy of the agenda
Shall we take the points in this order?
There are three items on the agenda. First,...

Introducing the First Item on the Agenda

So, the first item on the agenda is....
Shall we start with. ...
So, let's start with...

Objectives of a Meeting

We're here today to....
The purpose of this meeting is to.....
The main objective is to
I've called this meeting in order to ...

Inviting people to speak at business meeting

Would you like to open the discussion, Jim?
What about you, Keith?
What do you think about this, Jim?
What are your views on this, Jim?

Business Meeting Phrases for Making your point

Personally, I think
In my
The way I see it.....

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It's clear to me that
Obviously....
As I see it.....
I believe.....

Moving Forward

So, if there is nothing else we need to discuss, let's move on to today's agenda
Shall we get down to business?

Meeting Agreeing

You're perfectly ri
Exactly.
Precisely.
That's true, I suppose.
I suppose so.

Commenting on Other Opinions

I see what you mean.
I get your point.

Meeting Disagreeing

I don' t really agree
That's not really how I see it.
I'm afraid I can't agree with you there.
Well, I don't know.
Well, it depends.

Business Meeting Phrases for Advising and Suggesting

How/What about...
I suggest/recommend t
We should...

Asking for Repetition

I didn't catch that. Could you repeat that, please?
I missed that. Could you say it again, please?

Correcting Information

I'm afraid you don't understand what I'm saying.
That's not what I meant.

Closing an Item

Shall we leave that item?

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I think that covers the first item.

Next Item

The next item on the agenda is....

Let's move onto the next item...

Keeping the Meeting on Time

I'm afraid we've run out of time.

That's not really why we're here today.

We'll have to leave that to another time

Keep to the point, please

We're beginning to lose sight of the main point.

Business Meeting Phrases for Summarizing

Before we close, let me just summarize the main points.

In brief,....

To sum up, ...

Thanking Meeting Participants for Attending

Thank you all for coming.

Thank you all for attending.

Thanks for your participation.

Suggesting and Agreeing on Time and Place for the Next Meeting

So, the next meeting will be on ... (day), the . . . (date) of.. . (month) a

Can we set the date for the next meeting, please?

Meeting people for the first time

(We've emailed many times but We've spoken on the phone but) it's so nice to finally meet you (face to face).

You must be *(name)*.

Here's my business card.

Small talk at the beginning of a meeting

Did you have any trouble finding us?/ Did you have any trouble getting here?

How was your journey?/ How was your flight?

Is this your first time (here) in *(name of place)*?

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Nice day/ Lovely day/ Horrible weather/ Rather hot/ A bit humid (today), isn't it?

Ending the small talk and getting down to business phrases

Transitions phrases for moving smoothly from one stage to another

Well (then),.../ Okay (then),.../ Right (then),.../ So,.../ Anyway,.../ Anyhow,...

Saying something nice about the small talk

...I'd love to chat more, but...

...you must tell me more about that later, but...

...it's been lovely to catch up, but...

Giving a reason for finishing the small talk

...we have a lot to get through today, so...

...we have to be out of here by 12, so...

...I have another meeting at 11, so...

Getting down to business phrases

... let's get down to business/ I think we should make a start/ shall we get started...

Language after the suggestion to make it softer and prompt a reaction

..., if you don't mind/ if that's okay (with you)

Responding to getting down to business phrases

Of course./ Sure. (Let's.)

Polite language at the beginning of a meeting

Thanks for coming (all the way here/ so far) today (so early in the morning/ on such a cold day).

Dealing with practicalities of the meeting

Talking about the agenda

Does everyone have a copy of the agenda?

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Introducing the topic of the meeting

As you (all/ should/ probably/ might) know,...

As I wrote in my email (yesterday/ about this meeting/ sending the agenda),...

The main reason for this meeting is...

What we need to decide/ talk about/ think about tod

The (main) topic/ subject/ aim/ objective/ purpose/ goal of this meeting is...

The most useful phrases for the body of a meeting

Getting other people to speak/ Asking for ideas/ Asking for opinions/ Getting people involved

(Do you have/ Does anyone have) any (other

What do you think (about this/ about that)?

Giving strong opinio

I really thi

I strongly believe/ I really believe/ I firmly believe...

I'm (absolutely/ completely/ 100%) certain/ convinced/ positive that...

Giving weak opinions

I'm no expert on this, but

(I'm not sure/ certain, but) I would guess/ I would imagine/ I would suppose...

This is only my opinion, but...

I would probably say th

In my limited experience,

Strongly agreeing

I totally agree

(That's/ You're) exactly right./ Exactly!