



POCKET BOOK
with
**BUSINESS
PHRASES**



Presentations



BRITANICA



Useful Phrases

I. Introduction:

1. Introducing your topic

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

In my talk I'll tell you **about**...

2. Stating your purpose

What I want to show you is ...

Today I'd like to give you an overview **of** ...

I'll be reporting **on** ...

I'd like to update you **on**/inform you **about**...

3. Sequencing

Point one deals **with** ..., point two..., and point three ...

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

I'll begin/start **off** by Then I'll move **on** to ... I'll end **with** ...

II. Main part:

1. Indicating the beginning of a section

In this part of my presentation, I'd like to talk about...

So, let me first give you a brief overview.

2. Indicating the end of a section

This brings me to the end of my first point.

That's all I wanted to say about...

3. Moving to the next point

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

Let's now take a look **at**...

4. Going back

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

As I pointed out in the first section,...

5. Describing a visual

• Introducing visuals

To illustrate this, let's have a closer look at ...

I have a graph here that presents...

The problem is illustrated in the next bar chart / pie chart...

- **Highlighting information**

I'd like to draw your attention **to** ...
I think you'll be surprised to see **that**...

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

III. Conclusion

1. Indicating the end of your talk

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

That covers just about everything I wanted to say about...

2. Summarizing points

Before I stop, let me go **over** the key issues again.

I'd like to run **through** my main points again ...

3. Dealing with questions

- **Inviting questions**

And now I'll be happy to answer any questions you may have.

- **Clarifying questions**

I'm afraid I didn't (quite) catch that.

If I could just rephrase your question, you'd like to know ...

- **Avoiding giving an answer**

If you don't mind, could we discuss that on another occasion?

I'm afraid that's not really what we're discussing today.

- **Admitting you don't know**

I'm afraid I don't know the answer to your question at the moment, but I'll try to find out for you. Sorry, that's not my field. But I'm sure (name of a colleague) from (department) could answer your question.

- **Postponing questions**

If you don't mind, I'll deal with/come back to this point later.

Can we get back to this point a bit later?

Perhaps we could go over this after a while.

TIPS

- **Tip 1: Започнете презентацията си с благодарност към присъстващите:**

Good morning/afternoon, ladies and gentlemen. First of all, let me thank you all for coming here today./ It's a pleasure to welcome you today./ I'm delighted that so many of you could make it today. (*formal*)

Hello/Hi everyone. It's good to see you all here. (*informal*)

- **Tip 2: Представете се с името и позицията си в компанията:**

For those of you who don't know me, my name is ... / Let me just start by introducing myself. My name is ...I'm (position) at (company) and I am responsible for... / in charge of .../ I deal with...

- **Tip 3: Добре е да уточните кога е моментът за въпроси - по време или след края на презентацията**

There will be time for questions after my presentation./ If you have any questions, feel free to interrupt me at any time.

- **Тър 4: Информирайте присъстващите дали да си водят бележки, или ще получат копие от презентацията:**

Don't worry about taking notes. I've put all the important information/ data on a handout for you./ I can email the PowerPoint presentation to anybody who wants it.

- **Тър 5: Запознайте аудиторията със структурата и подтемите на презентацията Ви с цел по-лесното им ориентиране:**

I've divided my presentation into three (main) parts./ In my presentation I'll focus on three major issues.

- **Тър 6: Непосредствено преди същинското изложение, може да използвате различни похвати, за да ангажирате присъстващите. Например чрез: реторични въпроси, любопитни факти, история или анекдот.**

- **Тър 7: В края на презентацията също може да използвате техники, за да провокирате реакция, като цитирате авторитетна или известна личност, свързана с темата, правите препратка към началото или разказана по-рано история, или отправяте реторичен въпрос.**

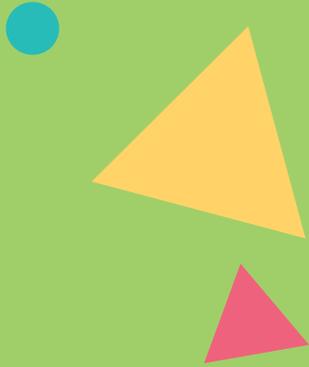


А с курсовете по английски език в BRITANICA можете да развиете и усъвършенствате презентационните си умения, благодарение на практическата насоченост на всеки от часовете и възможността за поставяне на курсистите в реални ситуации. За да изберем най-подходящата за вас програма, свържете се с нас на контактите по-долу.



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