

## LANGUAGE FOR PRESENTERS

### Starting

Good morning. I'd like to welcome you all here this morning.

I'm delighted to be here today. My name's .....

Thank you all for coming. Let me introduce myself.

Before I carry on, let me tell you something about myself.

### Stating the purpose

The purpose of my talk today is to present information about my studies.

In my presentation today, I'll be talking about the development of agriculture in my country, Nepal.

### Giving an outline

I'll start by describing the problem, then we'll look at the methods we used to establish the causes of the problem, and I'll explain our findings. Finally, I'll give you our suggested solutions and I'll make a recommendation.

I have divided my talk into three main parts:

firstly, I'd like to describe the history of the company;

secondly, I'll go on to talk about the current situation;

and, finally, I'll look at future prospects.

If you don't mind, I'll deal with questions at the end of my talk.

Please feel free to interrupt at any time if you'd like to ask a question.

There's no need for you to take notes. At the end of the presentation, I'll give you a complete set of handouts with all the important points.

### Starting with the main content

I'd like to begin by looking at this map of my country.

Let's start by considering the causes of this situation.

### Changing topic

So, we've looked at the different problems and I'd now like to consider some possible solutions.

This leads me to my next point, which is the question of reducing these figures.

Having looked at these possible options, let's move on to consider the advantages and disadvantages of each one.

### Referring to other parts of the talk

I'd like to go back to a point I mentioned earlier, the performance of our latest product.

As I've already said, decreasing the amount of waste is vitally important. This number will continue to increase. I'll come back to that point in a moment.

### Referring to visuals

I'd like you to have a look at this bar chart, which shows the increase in the number of cars over the last 100 years.

If you look at this graph, you will see that air quality improved significantly last year.

As you can see from this pie chart, we have a 25% share of the market. The figures in this table show how the number of employees has grown over the past ten years.

Let's have a look at this chart.

### Summarising and concluding

To summarise the main points of my talk,.....

I'd like to conclude by reminding you of something I said at the beginning of my talk.

That brings me to the end of my presentation, ladies and gentlemen.

I hope you found it interesting/informative.

Thank you all for listening. I hope this has clarified the situation.

### Dealing with questions

I'd like to thank you for your attention. Now, if there are any questions, I'll be pleased to answer them.

Thank you all for listening. If you have any questions, I'll do my best to answer them.

I'm sorry, could you say that again, please?

Sorry, I didn't hear you. Would you mind repeating your question?

When you say America, do you mean the USA or North America?

If I've understood your question correctly, you would like me to explain the reason for the increase.

I'm afraid I'm not able to answer that question at present.

### Farewell

Are there any more questions? No? Well, in that case, thank you again for your attention/ interest.