

Making a presentation

The language of presentations often contains less formal vocabulary than that of academic writing, so take care not to use the less formal expressions in your written work.

A Introducing the presenter

Let's welcome Carmen Gregori, who's going to talk to us today on the subject of 'Healthcare in Paraguay'.

Now I'd like to call on Mieke to make/give her presentation. Mieke, thank you.

OK, thank you everybody. Now, Dr Ulla Fensel is going to present her research to us.



I'd like to introduce Dr Li Meiju, who's going to address¹ the topic of 'Preventive medicine'.

¹ rather formal; we can also say formally *speak to the topic of X*, or, less formally *talk about X*

B Getting started

'In this presentation I'd like to focus on recent developments in biomass fuels. I'll speak for about 45 minutes, to allow time for questions and comments. Feel free to¹ interrupt if you have any questions or want to make a comment.'

'First I'll give a brief overview of the current situation with regard to intellectual property rights, then I'd like to raise a few issues concerning the internet. I'll try to leave² time for questions at the end.'

'I'd like to begin by looking at some previous studies of ocean temperatures. There's a handout going round³, and there are some spare⁴ copies here if you want them.'

'In this talk I'll present the results of a study I did⁵ for my dissertation. I'll try not to go over time and keep to 20 minutes.'

¹ an informal way of giving permission ² less formal than *allow* – see 1 ³ a more formal version would be *which is being distributed* ⁴ extra ⁵ or, more formal, *carried out / conducted*

C During the presentation – and closing it

Now let's turn to the problem of workplace stress.	begin to examine or talk about
Moving on , I'd like to look at the questionnaire results in more detail.	going on to the next point; less formal than <i>in greater detail</i>
I also want to talk about the supply of clean water, but I'll come back to that later.	or, more formal, <i>return to</i>
I'd just like to go back to the graph on the previous slide.	or, more formal, <i>return to</i>
Anyway, getting back to / to return to the question of inflation, let's look at the Thai economy.	<i>getting back to</i> is less formal than <i>to return to</i>
The results were not very clear. Having said that , I feel the experiment was worthwhile.	a less formal way of saying <i>nevertheless</i>
I'll skip the next slide as time is (running) short.	<i>skip</i> (informal) = leave out / omit
To sum up , then, urban traffic has reached a crisis. That's all I have to say* . Thank you for listening.	have no more time left * informal – not used in writing
Well, I'll stop there as I've run out of time. Thank you.	have no time left
Dr Woichek will now take questions*. Are there any questions or comments?	* rather formal = accept and answer questions