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**Planning for your presentation**

When you give a presentation, it is important that you think about both **what you say** and **how you say** it. The ability to present well is a vital skill in both college and employment. Use the following prompts to help you build your presentation.

**INTRODUCTION**

**Getting the audience’s attention**

* Shall/Can we start?

**Saying hello**

* Good morning, ladies and gentlemen
* Good afternoon everyone
* Good morning/afternoon colleagues

**Expressing purpose**

* Our purpose/objective is….
* We’re here to….
* The subject of our presentation is….

**Signposting**

* This presentation is divided into four/five (change as appropriate) parts: firstly, etc….
* Let us begin with/to start with….
* Then/secondly
* Finally, we will look at…

**BODY**

**Giving examples**

* The first issue was highlighted/illustrated by….
* We identified the following area….
* Our initial finding was….

**Using visual aids**

* As you can see
* Let’s look at
* If you look at the screen, you will see
* This slide shows

**Summing up**

* So, to sum up…
* To summarise….

**Questions**

* Have you got any questions?
* If you have any questions I’ll be happy to answer them.
* Are there any more questions?

**CLOSING**

* Thank you for your time/attention
* Thank you for listening
* Thank you very much