



# **ENGLISH FOR PRESENTATION**

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# BRAINSTORMING

**Why learning English presentation is important?**

# AIMS OF PRESENTATION

- **To inform/ raise awareness of an important issue**
- **To persuade people to do something**

# PRESENTING AT A GLANCE

**1. INTRODUCTION**

**2. MAIN BODY**

**3. ENDING**

# INTRODUCTION

# General outline for your introduction:

- 1. Welcome your audience and introduce yourself**
- 2. Capture their attention**
- 3. Identify your number one objective or topic of presentation**
- 4. Give a quick outline of your presentation**
- 5. Provide instructions for how to ask questions (if appropriate for your situation)**

# 1. WELCOME AND INTRODUCE

- **name**
  - **job position**
  - **the reason you are an expert on your topic**
- 
- **Example: Good morning ladies and gentlemen. I'd like to quickly introduce myself. I am Girindra Saraswati, English lecturer of Universitas Negeri Semarang.**

# EXPRESSIONS TO GREET AUDIENCE AND INTRODUCE YOURSELF

- “Good morning/afternoon/evening”
- “Hello everyone”
- “Welcome to .....
- “Let me just start by introducing myself. My name is ... from ...”
- “As some/ most of you already know. I am ...from...”
- “Let me introduce myself. I am ... from ... I am the president of the language faculty’s dean forum.”
- “Hello, I am ... from ...”
- “Hello everyone, I am .... from Universitas Negeri Semarang. I am here with my dear colleague .... coming from the same university as I am.”
- “Good morning everyone, I am... with my partner .... from ...”



## 2. CAPTURE AUDIENCE ATTENTION

- **Bring your audiences to get involved in the presentation**
- **Give them the background knowledge of your presentation**
- **Example: Have you ever heard about internationalization?**
- **Two days ago I went to my office by bus, I saw two girls talking about themselves, what funny is they start to use some alien languages...**

### 3. TOPIC AND OBJECTIVE (Verbs to Explain Objectives)

- Inform
- Describe
- Show
- Focus on
- Discuss
- Convince
- Introduce
- Outline
- Examine
- Persuade
- analyze

- **Example: As you know, this morning we will discuss about English Teaching in Indonesia.**

# STATING YOUR AIM

- “My presentation is about ...”
- “Today’s conference topic is about ....., while here I will focus on ....”
- “The title/ subject/ topic of today’s presentation/ talk is ...”
- “Today, I’d like to speak about...”
- “What I’d like to talk about is...”
- “The subject/topic of my talk is ...”
- “I’m going to talk about ...”
- “My topic today is...”
- “My talk is concerned with ...”

# STATING YOUR AIM (2)

- “The objective of this presentation is to present ...”
- “The talk will act as a springboard for discussion is ...”
- “The aim today is to give some background about ...”
- “The aim of my research is ...”

## 4. OUTLINE OF PRESENTATION

- **Explain your structure to help them follow your presentation and stay focused**

- **Example:**

**My talk this morning is divided into three main sections. First is about background of the problem, second is about results of online survey, and third is about the analysis of the results.**

## 5. Provide instructions for how to ask questions

- Let your audience know when and how it is appropriate for them to ask you questions.
- is the presentation informal and is it okay for someone to interrupt you with a question?

**or**

- do you prefer for everyone to wait until the end of the presentation to ask questions?

- **Example:**

If you have any questions, please don't hesitate to interrupt me. I'm happy to answer any questions as we go along.

# END YOUR PRESENTATION

- Summarizing and Concluding

“In conclusion, let me sum up my main points.”

“As part of your closing statement, “sum up” (summarize, state briefly) your speech by mentioning the main points of your speech.

“Thank you for your attention. Now I am happy to answer any questions you might have.”

“To sum up ...”

“To summarize...”

“So, to remind you of what I’ve covered in this talk, ...”

“Unfortunately, I seem to have run out of time, so I’ll conclude very briefly by saying that”

“I'd like now to recap...”

- Final Recommendation

“It seems to me that we should ...”

“I would recommend/ advise that...”

- Supports

“I have prepared some handouts which I will pass round.”

“I will give you my e-mail address in case you want to follow up something I said.”

- Closing

“Thank you for listening so attentively.”

“Thank you for your attention.”

“I hope that this has been useful.”



# ADDITIONAL TIPS!

- Personal story or experience
- Motivational quote or line from a poem or book
- Joke (be careful with this – make sure it translates easily to everyone in the audience!)
- Rhetorical question ( = a question that you don't want an answer to; the focus is to make someone think)

# REFERENCES

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