



Context: For professionals who must present ideas, data, or project updates in English to teams, managers, or clients (in person or virtually)

Presentations – Delivering with Confidence



Welcome & Objectives

Today, you will learn how to:

- Structure a professional presentation
- Open and close clearly
- Use linking and signposting language
- Present ideas and data with confidence
- Handle questions and nervousness



Why Good Presentations Matter

A strong presentation consists of:

- Builds trust and credibility
- Helps you share ideas effectively
- Can influence decisions or actions

Discuss:

Have you ever given a presentation in English?

What was the hardest part?

Vocabulary – Presentation Verbs

Discuss the following vocabulary with your tutor:

Verb	Purpose
outline	Give the structure of the talk
highlight	Emphasise key points
summarise	Give the main ideas briefly
demonstrate	Show something (a product or result)
introduce	Start the talk or topic

Tip: These verbs add **clarity and confidence** to your delivery

Presentation Structure – 3 Simple Parts

Professional presentations usually follow this clear structure:

- **Introduction** – greet, give purpose, share agenda
- **Main Body** – 2–3 main points with examples
- **Conclusion** – summarise and give next steps or thank audience

Example:

“Today, I’d like to talk about our Q3 strategy. First, I’ll cover the challenges. Then, I’ll explain our approach. Finally, I’ll summarise next steps.”

Repeat the structure from above after your tutor. Then, think of your own topic and talk about its structure with your tutor.

Phrases to Open Your Presentation

Useful openers:

- “Good morning, and thank you for being here.”
- “Let me start by introducing the topic...”
- “Today I’ll be talking about...”
- “I’d like to begin with...”
- “The aim of this presentation is to...”

Task: Choose 2 phrases and use them to open a practice topic (e.g. “project update”, “team results”)

Grammar Focus – Using Future Forms to Outline the Agenda

We use “**will**” and “**going to**” to explain structure:

Example”

- “First, I’m going to explain the background.”
- “Then I’ll share our findings.”
- “Finally, we’ll look at next steps.”



Signposting Language – Guiding the Listener

Signposts help your audience follow your structure.

Stage	Useful Phrases
Move to next	“Let’s move on to...” / “Now let’s look at...”
Emphasise point	“It’s important to note that...”
Give an example	“For example...” / “Let me illustrate...”
Summarise	“To recap...” / “In summary...”

Task: Practise with tutor: Say one main point + use a signpost phrase

Activity – Organise This Presentation

Rearrange these jumbled phrases into the correct order:

- A. “Then I’ll discuss next quarter’s plans.”
- B. “First, I’ll show the sales results.”
- C. “Hello everyone, and thanks for joining.”
- D. “Finally, we’ll talk about feedback.”



Speaking Task – Mini Presentation Warm-Up

Choose one of the following scenarios and give a **1-minute talk** about it:

- Their role in the company
- A recent team achievement
- An upcoming project or campaign

Your talk must include:

- Greeting
- Structure
- At least one signposting phrase

Your tutor will give you soft feedback on clarity and fluency

Cultural Awareness – Eye Contact, Tone & Gestures

In presentations, the following are important to consider:

- Eye contact = confidence
- Open posture = approachability
- Clear voice = leadership

Discuss:

What do people do when presenting in your culture?

Is eye contact expected?

What would seem rude in a presentation?

Activity – Fill in the Blanks (Signposting Practice)

Complete the phrases below using vocabulary from earlier:

“Let’s _____ on to the next slide.”

“It’s important to _____ that sales increased.”

“To _____, we believe the product launch was successful.”



Dealing with Questions During a Presentation

Take a note of these useful phrases to use in your next presentation!

- “That’s a great question.”
- “I’ll come back to that shortly.”
- “Let me clarify that...”
- “I don’t have that data now, but I’ll follow up.”

Task: Practice handling one tough question (tutor plays audience).
Then, swap roles.

Grammar Focus – Using Comparatives & Data

We use **comparatives** when showing changes or comparisons:

Example:

“Q2 sales were **higher** than Q1.”

- “The new system is **faster** and **more efficient**.”

Task: Complete the following sentences using the correct form:

- This version is _____ (easy) to use than the last.
- Our department is _____ (productive) now.
- Revenue is _____ (high) than last year.



Presentation Vocabulary – Visuals

Discuss the following phrases for referring to visuals, what do you think they mean?

- “As you can see on this slide...”
- “This chart shows...”
- “According to the graph...”
- “Let me draw your attention to...”

Task: Describe a context in which you would use the phrases in.

Activity – Spot the Mistake (Email vs Presentation Language)

Which of these should NOT be used in a live presentation?

- “You’ll find the slides attached”
- “Let me walk you through this.”
- “I’ll begin with a quick overview.”
- “Feel free to ask questions.”

Discuss the differences between **spoken** and **written tone**.

Pronunciation – Stress & Pausing for Effect

Practice saying the following phrases aloud with your tutor to improve pronunciation:

- “This is a **key** point.”
- “Let’s **move on**.”
- “We saw a **significant increase** in revenue.”

Try and repeat with proper pauses and stress on the correct words. In unsure, your tutor to demonstrate.

What If You Make a Mistake? – Stay Calm and Correct Gracefully

Mistakes happen – even native speakers make them! The key is to stay calm and carry on.

Useful phrases to use if you have made a mistake:

Situation	Helpful Phrase
You said the wrong word or figure	“Sorry, I meant to say...” / “Let me correct that...”
You forgot your point	“Let me come back to that in a moment.”
You didn’t understand a question	“Could you please rephrase that?”
You lost your place/slipped up	“Let me just take a second to rephrase.”
You want to reword your sentence	“Let me say that another way.”

Mindset Tip: Don’t apologise too much, just **correct and move on**. Staying composed shows professionalism. Mistakes = learning!

Discuss: Have you ever made a mistake in English and didn’t know what to say? What could you say instead?

Bonus Slide - Deliver Your Presentation

If you have an upcoming presentation coming up, feel free to practice presenting it now with your tutor!

Your tutor will check for:

- Structure
- Fluency
- Signposting
- Confidence

Your tutor will give you supportive feedback and tips for improvement

