THE ENGLISH TRAINING COMPANY	**BUSINESS ENGLISH PHRASES**
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Presentations Series 1
Openings and Conclusions

Greeting	**Good morning everyone.** **Good afternoon everyone.** **My name is (pause)** John Wilson and **I'm a (pause)** project manager for (pause) Rivasoft. **I am** Petra Stilov and **I run** Rivasoft´s European **Office.**
Introduction	**My presentation is about** Managing Virtual Teams. **I'm here to talk about** Managing Virtual Teams.
Explain purpose	**The purpose of my presentation is to explain** how to manage virtual teams. **In this presentation my goal is to explain** how to manage virtual teams.
Outline structure	**I've divided my presentation into 3 parts:** Cultural Differences, Management and Virtual Teamwork. **Today I'd like to cover** 3 main ideas. **I'll answer any questions at the end.**
Outline structure	**Firstly** cultural differences, **then** management **and finally** virtual teamwork. **Firstly** cultural differences, **secondly** management, **thirdly** virtual teamwork. **At the end I'll give out a handout that** includes all the presentation slides.
Openings - Stimulate interest: Interesting facts	**In a survey of** 3000 multinational companies, 83% had problems with virtual teams´ performance. **8 out of 10** professionals have worked in virtual teams. **According to Harvard University,** by 2020 virtual teams will be the norm in most companies.
Openings - Stimulate interest: Ask questions & rhetorical questions	**Raise your hand if** you have worked virtually? **Anyone like to make a guess?** **How can we** improve communication between virtual teams?
Openings - Stimulate interest: Emphasise importance	**This information is important for** decision-making within virtual teams. **As you are all involved in** virtual teams **you need to know how to** adapt your management style. Adapting your management style **is crucial to understanding the problem.**
Openings - Stimulate interest: Ask the audience to imagine themselves in a situation	**Remember back to when** you managed your first team. **What would you do differently now?** **Imagine you're** leading a virtual team based in 4 countries. **How would you** kick-off the project? **Have you ever been in the situation where** communication doesn't flow between team members?
Summarising	There are 3 main points **to remember:** cultural differences, management and virtual teamwork. **To sum up,** there are 3 main areas; cultural differences, management and virtual teamwork. **As we've seen in this presentation today, the main ideas were** cultural differences, management and

	virtual teamwork.
Summarising	**To summarise** the 3 main areas are cultural differences, management and virtual teamwork. **At this stage** I'd like to go over the key points. **As we've seen in this presentation today the three main points are** cultural differences, management and virtual teamwork.
Recommendations	**The recommendation would be to** focus strongly on relationships in the beginning. **We recommend that** you focus strongly on relationships in the beginning. **What I'd like to propose is** focusing on relationships in the beginning.
Conclusions	**In conclusion, the keys are to** focus strongly on relationships, trust and communication. **I'd like to finish by recommending** focusing strongly on relationships, trust and communication. **I'd like to leave you with** the following thought "Strong Virtual Teams are built on Strong Relationships".
Conclusions	**Finally it is important to note that** strong virtual teams are relationship teams. **Let me finish with the following idea,** "Strong Virtual Teams are built on Strong Relationships".
Questions	If you have any questions, **I'd be pleased to answer them now.** **Any questions?** **All the presentation slides are included in this handout.**

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Presentations Series 2
Main Part (Body)

Outline structure	**I've divided my product presentation into 3 parts:** sales, distribution and logistics. **Today I'd like to cover 3 main ideas.** **I'll answer any questions at the end.**
Outline structure	**Firstly** I will talk about sales, **then** distribution **and finally** logistics. **Firstly** I will talk about sales, **secondly** distribution and **finally** logistics. **At the end I'll give out a handout** that includes all the presentation slides.
Signposting: Introducing a point	**Let's begin by talking about** sales. **Let's start with** sales. **My first point is** sales.
Signposting: Next point	**My next point is** distribution. **Let's move on to the next point,** distribution. **Now we come to my final point,** logistics.
Link cause to effect	Losses in March 2012 were **due to** a rise in sales tax. Losses in April were **caused by** a rise in transport and delivery costs. Losses in May **resulted from** defective products being withdrawn from sale.
Link cause to effect	Mismanagement **led to** losses in the first 6 months. A strategy rethink **resulted in** increased profits. Increased oil prices **caused** losses in the first quarter of 2013.
Present main ideas: Giving more detail	**I'd like to elaborate on my first point,** sales. **Let me expand on my second point,** distribution. **This means that** increasing market share is critical. **The reason that** market share is critical **is because** new competitors are looking to enter the market.
Signposting: Referring to something	**I'd like to look at** last year's financial results. **As you can see in** graph 5. **If you turn to** page 8 in the handout **you'll see** graph 5.
Describe graphs, charts and data	**Graph** 5 **shows** the rise in operational costs. **Have a look at** this model. What's wrong with it? **Let me show you** a chart that summarises this point.
Compare ideas	**On one hand** we can see rising operational costs **and on the other** stagnating profit margins. **By contrast what we notice is** a rise in market share. **Conversely what we notice is** higher fixed costs.
Emphasise ideas	**Also** operational costs were less than last year. **In addition** operational costs were less in 2012. **Additionally**, operational costs were lower in 2012.
Express opinions	**In my opinion this trend** will also continue next year. **In my view this trend** will not be repeated this year. **It seems to me that this trend** will continue this year.
Recommend	**The recommendation would be to** change suppliers. **I recommend that we** renegotiate with the supplier. **So what I'd like to propose is to** renegotiate with the

	supplier. **I propose that we** renegotiate the supplier's contract.
Reject	**From my point of view we shouldn´t support this proposal as** it´s just not cost-effective. **I think we should reject this option based on** the arguments presented. **In my opinion we ought to discard this option because** it's not feasible in terms of the project's time limits.
Summarising	**So** there are 3 main ideas **to remember.** **To summarise** there are 3 main points to remember. **As we've seen in this presentation today,** the main ideas were sales, distribution and logistics. **To recap the main points were** sales, distribution and logistics.
Conclusions	**In conclusion** projects need buy-in at all levels of the company to be successful. **I'd like to finish by recommending** the importance of achieving buy-in from all departments in the company. **I'd like to leave you with the following thought,** "people make projects".

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Presentations Series 3
Effective Presentations

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Greeting	**Good morning.** **Good afternoon everyone.** **My name is (pause)** Chia Shen **and I´m the (pause)** project manager **for (pause)** DBT.
Introduction	**The subject of my presentation is** Web 2.0. **I'm here today to talk to you about** Web 2.0. **I've been asked to talk to you today about** Web 2.0.
Explain purpose	**The purpose of my presentation is to** explain why Web 2.0 is and will be important. **In this presentation my goal is to** explain why Web 2.0 is so important now.
Stimulate interest: Interesting fact	**It may surprise you to know that** 63% of companies don't have an Enterprise Social Network platform. **8 out of 10** professionals use Social Networks in their free time. **According to Harvard University research,** companies that invest in an Enterprise Social Network increase employee productivity.
Stimulate interest: Ask audience questions or rhetorical questions	**Raise your hand if** you think it's a good idea to be able to collaborate and communicate in real time? **Anyone like to make a guess?** **How can we** improve communication between teams? **So what about** operating costs? (rhetorical)
Stimulate interest: Emphasise importance	**This information is important for** making critical decisions. **As you are all involved in this project** you need to know the importance of the project's milestones. **Context is crucial to understanding** the problem.
Outline structure	**I've divided my presentation into 3 parts.** **In my presentation today I'd like to cover** 3 main ideas. **Firstly** design, **then** planning **and finally** implementation. **Firstly** design, **secondly** planning **and thirdly** implementation.
Signposting: Introducing a point	**Let's begin by talking about** design. **Let's start with** design. **My first point is** design.
Signposting: Next point	**My next point is** planning. **Let's move on to the next point**, planning. **Moving on to the next point,** planning. **Now we come to my final point** implementation.
Presenting main ideas: Giving more detail	**Let me expand on my second point,** planning. **I'd like to elaborate on my first point,** design.
Signposting: Referring to something	**I'd like to look at** last year's financial results. **As you can see** in this graph. **If you turn to** page 15 in the handout **you'll see** table 3.
Summarising	There are 3 main points **to remember.** **To sum up** there are 3 main points to remember.

	To summarise there are 3 main points to remember. **As we've seen in this presentation today,** there were 3 main ideas. **Let's recap the main ideas.**
Recommendations	**The recommendation would be to** spend more than 70% of your time on design and planning. **We propose that you…** **So what I'd like to propose is….**
Concluding	**In conclusion, it is important to…** **I'd like to finish by recommending…** **I'd like to leave you with the following thought.**
Ending	If you have any questions, **I'd be pleased to answer them now.** **Here is a handout** that contains the main ideas of my presentation.

Author

My name is Christopher Wright and co-director of TETC, The English Training Company (www.englishco.com).

My company TETC and I have helped thousands of companies and professionals succeed in Business English and to become advanced Business English speakers.

See our books and articles published by Amazon, Oxford University and McGraw Hill.

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