

## BUSINESS ENGLISH PHRASES

### Presentations 1 Openings and Endings

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

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