

	BUSINESS ENGLISH PHRASES
	Presentations 3 Effective Presentations
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.

	<p>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.</p>
Recommendations	<p>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....</p>
Concluding	<p>In conclusion, it is important to... I'd like to finish by recommending... I'd like to leave you with the following thought.</p>
Ending	<p>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.</p>