



BUSINESS ENGLISH PHRASES

Presentations In English Super Triple Pack

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Presentations Series 1 Openings and Conclusions


Greeting	<p>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.</p>
Introduction	<p>My presentation is about Managing Virtual Teams. I'm here to talk about Managing Virtual Teams.</p>
Explain purpose	<p>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.</p>
Outline structure	<p>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.</p>
Outline structure	<p>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.</p>
Openings - Stimulate interest: Interesting facts	<p>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.</p>
Openings - Stimulate interest: Ask questions & rhetorical questions	<p>Raise your hand if you have worked virtually? Anyone like to make a guess? How can we improve communication between virtual teams?</p>
Openings - Stimulate interest: Emphasise importance	<p>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.</p>
Openings - Stimulate interest: Ask the audience to imagine themselves in a situation	<p>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?</p>
Summarising	<p>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</p>

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

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

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


	BUSINESS ENGLISH PHRASES
Presentations Series 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. To sum up there are 3 main points to remember.

	<p>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>

Introduction	<p>Ok let's look at the graph for 2012. This graph compares operational costs to profits. This chart compares operational costs to profits. This graph shows operational costs from 2008 to 2013 This chart shows operational costs from 2011 to 2013.</p>
Referring	<p>As this graph shows we can see operating costs rose in March 2010. As you can see operating costs rose in July 2010. This part of the graph clearly shows a sharp rise in operating costs.</p>
Move from point to point	<p>Ok I'll start by explaining operating costs in 2010. First we'll look at 2010. Next, we'll look at 2011. Let's move on to the next point.</p>
Describing: Go up quickly	<p>Prices surged in April 2011. Prices soared in May 2011. Prices shot up in May 2011.</p>
Describing: Go up slowly	<p>Costs rose slowly in May in 2011. Costs increased steadily in May 2012. Costs went up gradually in May 2011.</p>
Describing: Go down quickly	<p>Share prices slumped last year. Share prices plummeted last year. Share prices plunged last year.</p>
Describing: Go down slowly	<p>Market share slide in June 2012. Market share decreased slowly in June 2012. Market share went down gradually in June 2011.</p>
Describing: Recover	<p>Revenues bounced back in May 2009. Revenues recovered in May 2011.</p>
Describing: Maintain the same level	<p>Growth reached a plateau in March 2013. Growth levelled off in March 2012. Growth stabilised in March 2013.</p>
Describing: Reach a high point	<p>Productivity peaked at 6% in the middle of May. Productivity reached a high point of 6% in April.</p>
Describing: Reach a low point	<p>Operational costs hit rock bottom in June 2011. Operational costs bottomed out in June 2012. Operational costs collapsed to it lowest level in June 2010.</p>
Describing: Trends	<p>In the Q1 (first quarter) there has been a sharp rise. Since October 2012 and until January 2013 prices have stagnated. The trend was increasing costs between June and October 2012.</p>
Describing: Future trends	<p>Over the short term we are expecting a fall in profits. Over the short run we are expecting a rise in profits. Over the medium term there will be a fall in profits.</p>
Describing: Future trends	<p>Over the medium run there will be a fall in profits. Over the long term we'll see a rise in profits. Over the long run we'll see a rise in profits.</p>
Emphasising a point	<p>We do see a need for implementing this plan now.</p>

What I'm suggesting are cuts in production.
We need to reduce packaging size and weight.

Explain when you will answer questions	I have set time aside at the end of my presentation for questions. If you have any questions, I'll answer them at the end. Please save your questions until the end.
End of presentation	Any questions? Now for the questions. Let's begin with the questions.
Breaking the ice (when nobody wants to start asking questions)	Someone asked me, "what if this trend doesn't happen until 2015?" A question many people ask is, "what if this trend occurs earlier?" One question that people usually ask is "what if this trend happens in 2014?"
Repeat the question (in your own words)	So what you're saying is "that it is more complicated than expected", is that right? "That it is more complicated than expected", correct? As I understand what you saying is "that it is more complicated than expected", is that correct?
Asking for repetition	Sorry I didn't catch that, can you repeat that again? I'm sorry, could you repeat that? I'm not sure I understand. Can you explain that again? Can you explain that in a different way?
Good questions	I'm glad you asked that. Thanks for bringing up this key point. Good point. Good question.
Good questions	That's a very good question. Interesting point. What do you think? What would you do?
Difficult Questions	Sorry I don't know that off the top of my head. I don't have that information at hand. I'm afraid I don't have that information with me. Sorry, I'm not in a position to comment on that.
Difficult Questions	Your question covers a wide area. Let me answer it point by point. To be honest I think that raises a different issue. I'd rather discuss that at another time, if that's OK. I'll look into that and I'll get back to you.
Referring to the presentation	Well as I mentioned earlier this trend is rising. Well as I said before this trend happened in 2000. I think we covered that in the first part. I think I answered that earlier.
Irrelevant Questions	I'm afraid I don't see the connection. Sorry, I don't follow you. Can you clarify? I think that's best answered in another presentation
Final Conclusion	I'd like to finish by saying, "people make projects". I'd like to leave you with the following thought, "people make projects". As a final conclusion, "people make projects".

	BUSINESS ENGLISH PHRASES
	Presentations Platinum Series 6 Good International Presentation (example)
Welcome	<p>Good morning and could I start by saying I am very pleased to be at your conference today to talk about the future role of public broadcasting.</p> <p>I would like to thank the EBU for inviting me to speak today here in Copenhagen.</p> <p>My name is (pause) Peter Williams and I was the (pause) Ex-Director General for (pause) the BCBC.</p>
Explain presentation purpose	<p>My position is this. I believe that for political, economic and technological reasons, public broadcasters are looking at the future and questioning what their role will be, and that is what I will be addressing today.</p> <p>The goal of my presentation is to help and explain the future role of public broadcasters.</p>
Beginning	<p>But first let me start by explaining my background.</p> <p>I started as a journalist before occupying a range of managerial positions over 15 years.</p> <p>I then joined the BCBC and in my 6 years in charge we developed revolutionary services such as, 5 digital television channels and the famous iPlayer.</p> <p>In that time we also turned BCBC into the most watched public broadcaster in Europe.</p>
Personal anecdotes	<p>Of course in my time as Director General I regularly met with ECB members.</p> <p>My lasting memories are that we pretended that it was fraternal love and respect which brought us together, but in truth we spent more time arguing about sports rights.</p> <p>I also remember how we came together to help each other in times of immense political pressure.</p>
Outlining starting position and structure	<p>Now, my starting position is that this is a time of rapid change for all media.</p> <p>As a result, it's a particularly difficult time for public service broadcasters.</p> <p>I have divided my analysis into three basic areas – political, technological and economic; but of course the three are all inter-connected.</p>
Body Point 1: Going into more detail	<p>So let's start with the political. In my experience the relationship between the government and public service broadcaster inevitably worsens over time.</p> <p>By and large I believe it's due to their very different roles in society.</p> <p>In other words, it's natural they grow apart over time.</p> <p>Why is that? Simply put, for divergent interests.</p>
Body Point 2: Going into more detail	<p>Now one of the lessons of technology is that it's essential the organisation stays on the cutting edge in the technological game.</p> <p>It doesn't work to shut your eyes and hope the world won't change; technology is moving faster than ever.</p>

Body Point 3: Going into more detail	<p>Finally I'd like to turn to what all of this is doing to the economics.</p> <p>I am very doubtful whether advertising will sustain the number of channels each country is creating.</p> <p>The big losers in this are advertiser-funded public broadcasters with their declining audiences.</p>
Conclusions	<p>So to summarise my analysis these are challenging times from changing technologies to politics and difficult economic times.</p> <p>To change things at the BCBC, I asked everybody in the organization two questions. First, "what do we need to change to improve our service to the public?"</p> <p>Secondly, "what can I do to make your life better?"</p>
Conclusions	<p>So the first rule is that you have to get all your staff on your side and moving in the same direction.</p> <p>The second conclusion I have reached is that in today's world we live in we have to be at the forefront.</p> <p>Which brings me on to the third conclusion: don't be afraid of radical change and of doing it quickly.</p>
Inspire action	<p>I believe public broadcasting matters for society.</p> <p>I believe the values of public broadcasting matter for society.</p> <p>But what public broadcasting can't do is just sit and wait, and talk about the good old days. That way lies decline and fall. Time is of the essence.</p> <p>Society needs us, needs public broadcasting to help shape society's values.</p>

Author

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

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

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