

MY PRESENTATION GUIDE

How to give a successful presentation

TIP – Before the presentation

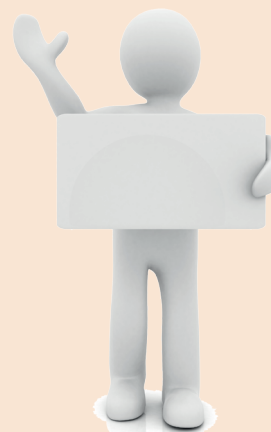
- What topic do you want to talk about?
- Write the title of your presentation on the board.
- Organise all materials (including keyword(s)/other notes) properly so that you can find them easily. Make sure they are in the right order.
- What pictures, charts or other items do you want to use?
- What do you have to organise beforehand (projector, laptop, copies ...)?



Preparation

Name the topic.

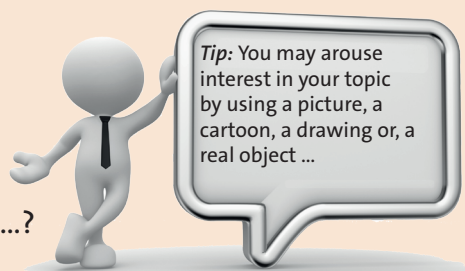
- The topic of my presentation is ...
- Today I want to talk about ...
- In my presentation today I am going to introduce ...
- Today I'll be giving you a presentation on ...
- My presentation looks at / into ... / deals with ... / focuses on ...



Introduction

Spark interest.

- Did you know that ...?
- Have you ever thought about ...?
- Are you also surprised to hear ...?
- Have you ever noticed that ...?
- In everyday life, you often have to deal with this topic ...?



Attention

Structure your presentation.

- My presentation has the following structure ...
- I will talk about the following aspects ...
- First, I will talk about ... / At the beginning, I will talk about ...
- In the second part of my presentation, I will show ...
- Then, ... / Afterwards, ... / Later, ... / Next, ...
- At the end, / Finally, / Later, / Once I'm finished, you can ask questions / there will be time for questions.



Outline

Use transitions to move to the next point.

- Now, let's move on to the next part.
- Now, I would like to talk about ...
- Now, we will move on to the next part.
- So much about ... / And now, let's talk about ...
- Let's continue with the next part.



Transitions

Give explanations and provide examples.

- One example is ... / Examples are ... / For instance, ...
- Take, for instance, ...
- I would like to illustrate this point with some examples.
- A/An ... is ...
- By ... I mean ...

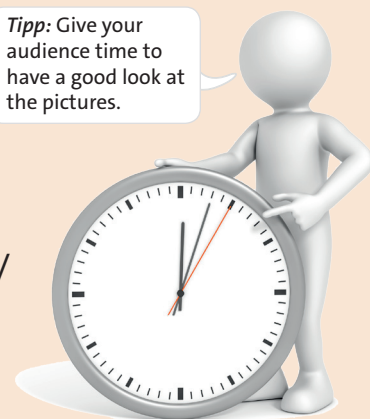


Explanations/
Examples

Show pictures, graphs, photos etc.

- This picture shows ... / gives you an idea of ...
- In this photo, a/an ... is depicted/shown.
- In this picture, you see that ...
- In the middle of the picture / on the far left / on the far right / on the left / on the right ...
- Here you see ...

Tipp: Give your audience time to have a good look at the pictures.



Pictures, graphs,
photos

Highlight key points and provide a summary.

- You should note that ...
- It is remarkable that ...
- This is particularly important / interesting because ...
- Summing up, I can say ...
- Let's sum up.



Key information

How to end your presentation

- Now I have reached the end of my presentation.
- This is where my presentation ends.
- To finish my presentation, I would like to / want to ...
- Before I finish, I would like to / want to ...
- I would like to finish my presentation with ...



Finishing

Thank your audience and encourage them to ask questions.

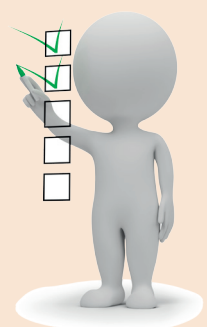
- I would like to thank you very much for your attention.
- Thank you for your attention.
- Thank you for listening and thank you for your contributions.
- If you have any questions, of course, I will be happy to answer them.
- We still have time for questions or comments.



Thank you and questions

Your presentation will be successful if ...

- you speak freely, loudly and clearly.
- your presentation is well structured.
- you present your content in a comprehensible way.
- you use the correct terminology.
- you use pictures, graphs or drawings to illustrate your points.
- you are able to answer questions.



Assessment