40 Making a presentation

The language of presentations often contains less formal vocabulary than that of academic writing, so take care not to use the less formal expressions in your written work.

A Introducing the presenter

Let's welcome Carmen Gregori, who's going to talk to us today on the subject of 'Healthcare in Paraguay'.

Now I'd like to **call** on Mieko to **make/give** her presentation. Mieko, thank you.

OK, thank you everybody. Now, Dr Ulla Fensel is going to **present** her research to us.

I'd like to **introduce** Dr Li Meiju, who's going to **address**[1] the **topic of** 'Preventive medicine'.

[1] rather formal; we can also say formally *speak to the topic of* X, or, less formally *talk about* X

B Getting started

'In this presentation I'd like to **focus on** recent developments in biomass fuels. I'll speak for about 45 minutes, to **allow time for** questions and comments. Feel **free to**[1] interrupt if you have any questions or want to **make a comment**.'

'First I'll **give a brief overview of** the current situation with **regard to** intellectual property rights, then I'd like to **raise a few issues** concerning the internet. I'll try to **leave**[2] time for questions at the end.'

'I'd like to **begin by** looking at some previous studies of ocean temperatures. There's a handout going **round**[3], and there are some **spare**[4] copies here if you want them.'

'In this talk I'll **present the results** of a study I **did**[5] for my dissertation. I'll try not to **go over time** and keep to 20 minutes.'

[1] an informal way of giving permission [2] less formal than *allow* – see 1 [3] a more formal version would be *which is being distributed* [4] extra [5] or, more formal, *carried out / conducted*

C During the presentation – and closing it

Now let's **turn to** the problem of workplace stress.	begin to examine or talk about
Moving on, I'd like to look at the questionnaire results **in more detail**.	going on to the next point; less formal than *in greater detail*
I also want to talk about the supply of clean water, but I'll **come back to** that later.	or, more formal, *return to*
I'd just like to **go back to** the graph on the previous slide.	or, more formal, *return to*
Anyway, getting back to / to return to the question of inflation, let's look at the Thai economy.	*getting back to* is less formal than *to return to*
The results were not very clear. **Having said that,** I feel the experiment was worthwhile.	a less formal way of saying *nevertheless*
I'll **skip** the next slide **as time is (running) short**.	*skip* (informal) = leave out / omit
To sum up, then, urban traffic has reached a crisis. **That's all I have to say*. Thank you for listening.**	have no more time left * informal – not used in writing
Well, I'll stop there as I've **run out of time**. Thank you.	have no time left
Dr Woichek will now **take questions***. Are there **any questions or comments?**	* rather formal = accept and answer questions

Exercises

40.1 Fill in the missing words in these introductions to presentations.

1 Dr Anwar Musat will now _____ his research on soil erosion in Malaysian forests.
2 I'd now like to _____ on our next speaker, Eva Karlsson, to _____ (*give two answers*) her presentation.
3 Ladies and gentlemen, let's _____ our next speaker, Professor Prodromou from the University of Athens.
4 Thanks, everybody. So, Masanori is going to talk to us now _____ _____ subject _____ 'Mental health issues in Japan'.
5 I'd like to _____ today's speaker, Dr Krishnan Guptar, who is going to _____ the topic of metal fatigue in rail tracks.

40.2 Rewrite these sentences by changing the words in bold so they are less formal. Remember that both formal and informal styles may be correct, but that it may not always be appropriate to be informal.

1 We need to consider family income too, but I'll **return to** that later.
2 So, **to proceed to** the next point, I'll **omit** item 4 on the handout and instead talk about number 5 in **greater** detail.
3 I'll try to finish by 3.30, but **don't feel you need to ask permission** to leave if you have a class or other appointment to go to.
4 There is a handout **being distributed** and I have some **further** copies too if anyone wants them.
5 I'll finish there as my time **has come to an end**.
6 We didn't want to make people uncomfortable by having a camera in the room. **Nevertheless**, we did want to video as many of the sessions as possible.
7 I'd like to **return to** a point I made earlier about river management.
8 So, I believe our experiments have been successful. **I shall end there**. Thank you.
9 **To return to** the problem of large class sizes, I'd like to look at a study **carried out** in Australia in 2002.
10 I'll try not to **exceed my time**, so I'll speak for 30 minutes, to **allow** time for questions at the end.

40.3 Fill in the missing prepositions.

1 I'd like to focus _____ waterborne diseases in this presentation.
2 The situation _____ regard _____ exports has been very good in recent years.
3 I'd now like to turn _____ a different problem.
4 I always find it difficult to keep _____ just 30 minutes, so please tell me when I have five minutes left.
5 I'd like to begin _____ asking you all to do a small task.

40.4 Write six sentences you might hear during a presentation using appropriate combinations of the words in boxes A and B. You may use words in box A more than once.

Box A	present	take	raise	make	give	

Box B	issue	presentation	results	overview	comment	questions