

PRESENTATION

1. Jak rozpocząć prezentację i przedstawić temat

Introduction

- Good morning/afternoon everyone and welcome to my presentation. First of all, let me thank you all for coming here today. My name is...
- Let me start by saying a few words about my own background.
- As you can see on the screen, our topic today is...
- My talk is particularly relevant to those of you who...
- This talk is designed to act as a spring-board for discussion.
- The topic of my presentation is...
- This morning/ afternoon I'm going to take a look at the recent developments in...



2. Jak przedstawić strukturę prezentacji

Presentation structure

- In my presentation I'll focus on three major issues.
- Let me provide you with a brief outline of my today's presentation.
- The presentation is divided into 3 main parts.
- This presentation is structured as follows....
- The subject can be looked at under the following headings...
- We can break this area down into the following fields...



3. Jak zakomunikować czas trwania prezentacji

Timing

- It will take about X minutes to cover these issues.
- The presentation will last no more than / about / approximately X minutes.



4. Jak poinformować o materiałach z prezentacji

Handouts

- Does everybody have a handout/ copy of my report?
- I'll be handing out copies of the slides at the end of my talk.
- I can email the PowerPoint presentation to anyone who would like it.
- Don't worry about taking notes, I've put all the relevant information on a handout for you

Good morning



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5. Jak zakomunikować możliwość zadawania pytań

Questions

- If you have any questions, I am happy to answer them
- If you have any questions or doubts, feel free to ask them at any point of my presentation
- If you don't mind, I'd like to leave questions until the end of my talk /there will be time for a Q&A session at the end...



6. Jak uporządkować poszczególne punkty prezentacji

Sequencing phrases

- My first point concerns...
- First of all, I'd like to give you an overview of...
- Next, I'll focus on.....and then we'll consider...
- Then I'll go on to highlight what I see as the main points of...
- Finally, I'd like to address the problem of...
- Finally, I'd like to raise briefly the issue of...



7. Jak podkreślić najważniejsze informacje

Highlighting information

- I'd like to put the situation into some kind of perspective.
- I'd like to discuss in more depth the implications / repercussions / consequences of...
- I'd like to make more detailed recommendations / suggestions regarding...
- I'd like you to think about the significance / importance of this figure here.



8. Jak podsumować i zakończyć prezentację

Conclusion

- I'd just like to finish with the words of a famous writer/ politician/ author / scientist...
- I'd like to conclude with... / by saying...
- In conclusion, I would like to say that...
- In conclusion, let me sum up / summarise the main points.
- Thank you for your attention. Now I am happy to answer all the questions you might have.



Good morning

