**10 TIPS FOR GIVING A GREAT PRESENTATION IN ENGLISH**

Giving the perfect oral presentation in English **requires practice**. Remember that even great orators like Steve Jobs, Abraham Lincoln, Nelson Mandela and Martin Luther King became excellent public speakers through years of dedicated practice.

When preparing your presentation in English, we recommend you **watch**ing and **listen**ing to the **recordings** of their **public speeches** as an example. **Watch** some **video** lessons.

1. THINK ABOUT THE DETAILS IN ADVANCE

Giving a presentation in front of an audience is always **stressful**. Thinking about such details as the location of the presentation, equipment, materials, timing, your appearance and outfit will help you avoid nervousness.

2. DO YOUR HOMEWORK

Effective preparation requires consideration of the following things:

* Ask yourself what the presentation is all about, **its title and its goal**
* Think about **who your audience is**
* Figure out **what your main message is**
* Think about **the structure** of the presentation: the **opening**, the **main part** and the **summary**
* Make it easier for the audience and yourself: **use simple language**
* Prepare yourself for questions. **Think about what questions the audience might ask**

Usually an orator has a maximum of 5 minutes to present. So, make the presentation **simple,** have no more than 5-10 slides using a **font that is legible** from a distance

**Don’t put large blocks** of text in your presentation. No one will be interested in reading it; people prefer visual material. So think about **images, graphs and videos** that support your idea, but don’t overwhelm the audience with too many visual aids

3. INTRODUCE YOURSELF AND SET THE THEME

At the beginning of the presentation, it’s important to **introduce yourself**, giving your full name. After the introduction, don’t forget to state the topic of your presentation.

**USEFUL PHRASES:**

“Hello, ladies and gentlemen, thank you for coming…”

“The topic of today’s meeting is…” “Let’s get the ball rolling” “Shall we get started?”

4. PROVIDE AN OUTLINE OF YOUR PRESENTATION

Providing **an outline of the presentation** is a must, as people want to know why they should listen to you. That’s why the **opening part** is **very important**. It should be cheerful, interesting and catchy. You should **know it by heart**, so you don’t lose track of your thoughts even if you are nervous.

USEFUL PHRASES:

“My presentation consists of the following parts…”

“The presentation is divided into four main sections…”

5. EXPLAIN WHEN THE LISTENERS CAN ASK QUESTIONS

A Question & Answer period (Q&A) usually takes place at the end of the presentation, so you have enough time to deliver the main message of your speech without being interrupted by multiple questions.

USEFUL PHRASES:

“There will be a Q&A session after the presentation”

 “I will be happy to answer your questions at the end of the presentation”

6. MAKE A CLEAR TRANSITION IN BETWEEN THE PARTS OF THE PRESENTATION

Using **transition words** and phrases in English makes your presentation look smooth and **easy to follow.**

USEFUL PHRASES:

“I’d like to move on to another part of the presentation…”

“Now I’d like to look at…” “For instance…” “In addition…” “Moreover…”

“This leads me to the next point…”

7. WOW YOUR AUDIENCE

If you are not excited by your presentation, your audience will not be excited either. When presenting, you should plan to wow your audience**. Use adjectives** and descriptive words as they will help **to attract the audience’s attention** and make your speech more vivid and memorable.

USEFUL PHRASES:

“The product I present is extraordinary.”

“It’s a really cool device” “This video is awesome”

“This is an outstanding example”

8. MAKE YOUR DATA MEANINGFUL

If you need to present numbers or some comparative analysis of algorithms for integration, **use some visuals** to present it. You can use **charts, graphs or diagrams** to make your data meaningful and visually attractive. Remember that pie charts are good for representing proportions, line charts to represent trends, column and bar charts for ranking.

USEFUL PHRASES IN ENGLISH:

“Here are some facts and figures”

“The pie chart is divided into several parts”

“The numbers here have increased or gone up”

“The numbers change and go down (decrease)”

“The numbers have remained stable”

9. SUMMARIZE

At the end of the presentation, **briefly summarize the main points** and ideas. Provide the audience with your opinion and give them a call to action, let them know what you want them to do with the information you’ve shared. End the presentation by thanking all the listeners and inviting them to the Q&A.

USEFUL PHRASES:

“Let’s summarize briefly what we’ve looked at…”

“In conclusion…”

“I’d like to recap…”

“I’d like to sum up the main points…”

10. PRACTICE

Try rehearsing your presentation using the above tips**. Practice in front of a mirror or with your friends or parents**. The more you practice, the better. While practicing, try **not to use crutch words** (examples: uhhhhh, ahhhh, so on, you know, like etc.)

Good luck with your presentation!

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