Presentation Worksheet

INTRODUCTION

- ✓ Welcome audience.

- ✓ Introduce yourself (name, position/function).

- ✓ State your topic.

- ✓ Describe the structure of your talk (the main points and when you will be dealing with them).

- ✓ Say when you will answer questions.

Adapted from *English for Presentations by Marion Grussendorf*

MAIN PART

- ✓ Main point 1.

- ✓ Main point 2.

- ✓ Main point 3.

- ✓ Main point …

- ✓ Signal the end of the main part.

CONCLUSION

- ✓ Signal the end of your talk.

Adapted from *English for Presentations by Marion Grussendorf*

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✓ Summarize the key points.

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✓ Make your final statement.

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✓ Invite questions.

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DEALING WITH QUESTIONS

What questions can I expect?

How can I answer them?