

THE TERMINOLOGY OF PRESENTATIONS



Ad lib

- Unplanned words or phrases spoken during a presentation.

A short interesting or amusing incident.

□ Anecdote

Breakout session

- Splitting the entire group into smaller groups to hear special interest public speaking topics

A microphone which works by transmitting radio signals to a receiver which is connected to the public address (PA) system.

- Cordless microphone
- Wireless Microphone

Dais, Podium, Riser, Stage or Platform.

- A raised platform in the front of the room where the speaker stands. Also Podium, Riser, Stage or Platform.

The main speech at a meeting delivered to all attendees in a general session. Originally the main point of a speech.

- **Keynote**

Localization and personalization

- The process of changing details of a story or joke to suit the intended audience

Moderator

- Person who presides over a meeting, panel, or debate.

Device used to project images from transparent film onto a screen or the wall.

- Overhead projector

Oxymoron

- Two concepts {usually two words} that do not go together, but are used together like old news, extensive briefing, direct circumvention and random order.

Panel

- A group of presenters, normally seated, that hold a discussion on a particular subject. Audience members are invited to pose questions to individual presenters or to the group as a whole.

Prompter

- A device used to electronically display a magnified version of the script the speaker can see, but the audience can't. (Commonly called a TelePrompter, which is actually a registered trade name.)

Public domain

- Material that anyone can use without the need to give credit.

Punch line

- The climactic word or phrase of a humorous statement that provokes laughter.

Rehearse

- To practice for a presentation until all the rough spots are smoothed.

The location of the meeting.

- Venue
- Site

A person who speaks for or represents a company, organization or other person.

- Spokesperson

hour to many days. Usually includes hands-on practice in the particular skills being taught.

- **Workshop**

Get people's attention

- If I could have everybody's attention.
- If we can start.
- Perhaps we should begin?
- Let's get started.

Introduce yourself

- My name's Jane Shaw. I'm responsible for travel arrangements.
- For those of you who don't know me, my name's Tom Stotter.
- As you know, I'm in charge of public relations.

State how you want to deal with questions.

- If you have any questions, I'll be happy to answer them as we go along.
- Feel free to ask any questions.
- Perhaps we can leave any questions you have until the end?
- There will be plenty of time for questions at the end.

you want to make your next point

- Moving on to the next point.
- I'd like to move on to the next point if there are no further questions

you want to change to a completely different topic

- I'd like to turn to something completely different.
- Let's turn now to our plans for next year.

you want to give more details about a topic you

- I'd like to expand more on this problem we have had in Chicago.
- Would you like me to expand a little more on that or have you understood enough?
- I don't want to elaborate any more on that as I'm short of time.

you want to talk about something which is off the topic of your presentation

- I'd like to digress here for a moment and just say a word of thanks to Bob for organizing this meeting.
- Digressing for a moment, I'd like to say a few words about our problems in Chicago.

you want to refer back to an earlier point,

- Going back to something I said earlier, the situation in Chicago is serious.
- I'd like to go back to something Jenny said in her presentation

to give a wider view

- Those are the basics, now I will expand on ...

to do a deeper analysis

- Is that sufficient or should I elaborate on ...

to depart from your plan

- If I could I just digress for a second,
...

to come back to the theme

- Let me come back to the main topic

To just give the outline of a point

- If I could just summarize a few points from John's report.
- I don't have a lot of time left so I'm going to summarize the next few points.

To repeat the main points of what you have said

- I'd like to quickly recap the main points of my presentation.
- Recapping quickly on what was said before lunch,.....

For your final remarks,

- I'd like to conclude by leaving you with this thought
- If I may conclude by quoting Karl Marx

Survival Language

If you get your facts wrong.

- I am terribly sorry. What I meant to say was this.
- Sorry. What I meant is this.

If you have been going too fast and your audience is having trouble keeping up with you.

- Let me just recap on that.
- I want to recap briefly on what I have been saying.

If you have forgotten to make a point.

- Sorry, I should just mention one other thing.
- If I can just go back to the previous point, there is something else that I forgot to mention.

If you have been too complicated and want to simplify what you said.

- So, basically, what I am saying is this.
- So, basically, the point I am trying to get across is this.

If you realize that what you are saying makes no sense.

- Sorry, perhaps I did not make that quite clear.
- Let me rephrase that to make it quite clear.



If you cannot remember the term in English.


- Sorry, what is the word I am looking for?
- Sorry, my mind has gone blank. How do you say 'escargot' in English?

If you are short of time.

- So just to give you the main points.
- As we are short of time, this is just a quick summary of the main points.

Stating your purpose

- 
- 
- **talk about**
 - **report on**
 - **take a look at**
 - **tell you about**
 - **discuss**

- 
- **Show**
 - **Outline**
 - **fill you in on**
 - **give an overview of**
 - **highlight**

- **talk about** = to speak about a subject
- **report on** = to tell you about what has been done.
- **take a look at** = to examine
- **tell you about** = to speak to someone to give them information or instructions
- **show** = to explain something by doing it or by giving instructions.

- **outline** = to give the main facts or information about something.
- **fill you in on** = to give some extra or missing information
- **give an overview of** = to give a short description with general information but no details.
- **highlight** = draw attention to or emphasize the important fact or facts.
- **discuss** = to talk about ideas or opinions on a subject in more detail.

talk about = to speak about a subject

- Today I'd like to talk about our plans for the new site.
- I'm going to be talking to you about the results of our survey.

report on = to tell you about what has been done.

- I'm going to be reporting on our results last quarter.
- Today I will be reporting on the progress we have made since our last meeting.

take a look at = to examine

- First, let's take a look at what we have achieved so far.
- Before we go on to the figures, I'd like to take a look at the changes we have made.

tell you about = to speak to
someone to give them information
or instructions

- First, I will tell you about the present situation, then go onto what we are going to do.
- When I have finished, Jack will then tell you about what is happening in Europe.

show = to explain something by doing it or by giving instructions.

- The object of this morning's talk is to show you how to put the theory into practice.
- Today I'm going to show you how to get the most out of the new software.

outline = to give the main facts or information about something.

- I'd like to outline the new policy and give you some practical examples.
- I will only give you a brief outline and explain how it affects you.

fill you in on = to give some extra or missing information

- I'd like to quickly fill you in on what has happened.
- When I have finished outlining the policy, Jerry will fill you in on what we want you to do.

give an overview of = to give a short description with general information but no details.

- Firstly, I would like to give you a brief overview of the situation.
- I'll give you an overview of our objectives and then hand over to Peter for more details.

highlight = draw attention to or emphasize the important fact or facts.

- The results highlight our strengths and our weaknesses.
- I'd now like to go on to highlight some of the advantages that these changes will bring.

discuss = to talk about ideas or opinions on a subject in more detail.

- I'm now going to go on to discuss our options in more detail.
- After a brief overview of the results, I'd like to discuss the implications in more detail.

More Friendly

- OK, lets get started.
- Morning, everyone.
- Thanks for coming.
- I'm...
- As you know,...
- I'm in charge of...
- What I want to do this morning is.....
- talk to you about...
- tell you about...
- and show you...

Fairly Formal

- Perhaps we should begin.
- Good morning, ladies and gentlemen.
- On behalf of.....may I welcome you to...
- My name's.....
- For those of you who don't know me....
- I'm responsible for.....
- This morning Id like to.....
- discuss.....
- report on.....
- and present.....

Techniques

Emphasis



You can change the significance of what you say by stressing words which would normally be unstressed or contracted


- It's our best chance of success.
- It is our best chance of success.
- We can't go ahead with this.
- We cannot go ahead with this.
- Do we or don't we believe this?
- Do we or do we not believe this?

Some emphatic expressions very common in presentations.

strongly recommend	totally reject	deeply regret
freely admit	sincerely hope	enthusiastically endorse
utterly refuse	readily accept	categorically deny
fully appreciate	positively encourage	honestly believe

Focusing

- I'm going to talk about ...
- **What I'm going to talk about is ...**

- 
- I'd like to ask you about ...
 - **What I'd like to ask you about is ...**

Questions

Function	Language
Being positive	That's a very interesting/complex/pertinent question.
Clarifying	Did I understand you correctly? You wanted to know if ...
Avoiding an answer	I'm not certain, but I'll find out and let you know.
Checking	Did that answer your question?
Encourage	Are you sure there are no more questions?

Using visual aids

Introduction

Introducing

Checking

Explanation

Attention

Moving on

Going back

Referring to figures

Language

Now I'd like to show you ...

Can everybody see OK?

As you can see, this chart shows that ...

The most important figure here is ...

Now, let's take a look at the next diagram.

Let's take another look at the previous figure.

If you look at the first column, you can see that ...