

USE SOME OF THESE PHRASES IN YOUR PRESENTATION !!!

Introduction

Good morning, ladies and gentlemen.

I would like to talk to you today about [... your topic].

If you have any questions, I'll be glad to answer them at the end of my talk.

I have divided my presentation into three main parts: First of all, [I'm going to say something about]. Secondly, Thirdly, Finally,

Did you know that [... ..]?

According to what I've found out, [... ..].

Main part

First of all, I'd like to say something about [... ..].

That's all I have to say about [... ..].

Now, let's look at [... ..].

Look at [... ..]!

The next point I'd like to look at is [... ..].

Moreover, I think it is very important to [... ..].

The end / conclusion

Finally, I will summarize my main points.

OK, that's all I have to say for now.

That brings me to the end of my presentation.

Thank you for your attention.

And now, if you have any questions, I'll be glad to (try to) answer them.

Now then, does anybody have any questions?

Planning and preparing your presentation

Presentation day:

[This box will be filled out by the teacher!]

👉 PLEASE FILL OUT THIS FORM TWICE ! (FORM-A -> TEACHER / FORM-B = YOUR PERSONAL COPY)

▪ Name (first name & surname): _____

▪ Topic (= a THESIS!): _____

▪ We (/ I) have chosen this topic **because** :.....
.....
.....

▪ My teammates are: _____

▪ We (/ I) have divided our (/ my) presentation into the following **parts**:

First of all, will say something about ...
.....

Secondly, will ...
.....

Thirdly, ...
.....
.....

▪ Personally, **I** am going to talk for about minutes. (min.: / max.:)
[NOTE that if you are alone, your presentation has to take at least minutes!]

- **I have chosen this special part of our presentation because**

.....:

- If you want to show some photos or pictures and/or if you want to show a video or play a song ... and/or if you need flip charts, the data projector plus a laptop (or an iPad), etc.:

For my part of the presentation, I need

.....:

- **What I already know** about my topic (ideas & key words in English or German):

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.....:

- **5 - 10 special English words** (+ German translations) that **I** will definitely use in my (part of the) presentation:

.....
.....
.....
.....

- **We are (/ I am) going to involve our (/ my) audience with/ by**

.....!