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Tips for an oral presentation

- *Introducing the presentation :*
☑ Thank you all for being here today.
☑ Shall we start ?
☑ Alright, let's begin.
☑ Okay, let's get started.

- *Donner la parole à / to give the floor to someone else:*
☑ I will now let (Pierre/my colleague) speak <u>about</u>…
☑ I will now give the floor to (Pierre). = donner la parole à
☑ I will let Pierre go on. = continuer
⚠ *I give the word to…* = to give someone the word = to give an order

- *Moving on to the next point:*
☑ Shall we move on to the next part / point ?
☑ Does anyone have any questions before we move on (to the newt point)?To
move on = continuer, enchaîner

- *Interrupting :*
☑ Sorry, could I interrupt you for a moment?
☑ Sorry to interrupt, but…
☑ Can I come in here?

- *Asking for the next/previous slide :*
☑ Can you show the next/previous slide, please?
☑ Can I have the next/previous slide, please?
☑ Can you/we come back to the previous slide, please?
⚠ Next slide
⚠ No, come back.

The best tip: the person changing slides should pay attention and notice when all the pointson the slide have been covered in order to change the slide at the right moment.

- *Concluding:*

☑ To conclude, …

- *Ending the presentation:*

☑ That's it. Thank you all for your attention.

☑ That's it. Thank you all for listening to us.

☒ That's the end.

☒ It's finished.