



Body language and gestures for presentations

Choose one of the things below and try to illustrate it with your body, without making any sounds. Can your partner think of a presentations phrase which means the same thing?

Gestures that can be used by the presenter

- "Can I have your attention please?"
- "Hi" (*Greeting people as they come in or acknowledging someone who arrives late*)
- "Over here please" (*Showing people where to sit*)
- "I (am...)" (*Introducing yourself*)
- "Silly me" (*e.g. when the presenter makes a mistake*)/ "Oh my goodness (not again!)" (*For example when the equipment goes wrong*)
- "Sorry the equipment is so slow!"
- "First"/ "Firstly"/ "First of all"
- "Second"/ "Secondly"
- "Please take a handout and pass the rest along"
- "Over here (somewhere)"/ "In this area"/ "In this part of the slide"
- "...REALLY/ VERY..." (*Emphasizing*)
- "Right!..." (*Very clearly showing a transition between stages, like a more emphatic "So" or "Okay"*)
- "Please remember..."
- "Please raise your hand (if you have a question)"
- "Yes. The gentleman/ lady at the back." (*Used by the presenter to indicate whose question they will hear next*)
- "I'm trying to see..."/ "I can't see... very well" (*for example if someone very far away is asking a question*)
- "That's a difficult question"/ "Let me think"
- "I doubt whether that will work/ whether that is true"
- "I hope so"
- "It's a secret/ Mind your own business" (*Usually used in a joking way!*)
- "So so"/ "More or less"
- "Any more questions (anyone)?"
- "I'll now hand over to my colleague"
- "Thank you so much for..."

Gestures that can be used by someone organizing or helping with the presentation

- "Please continue" (*Used by someone at the back of the room to show the presenter that they should continue speaking, perhaps to fill time until the next person arrives*)
- "Time is running out"
- "Stop speaking"/ "Time's up" (*Used by someone hosting the presentation to show the presenter they should wrap the presentation up*)

Work together to think of good phrases for each line below, and other phrases that could go with those gestures.