Presentations correct the errors
Correct your own errors in your homework or things you said in the last class that your teacher has collected. They could be problems with grammar, vocabulary, formality, etc.

Correct the phrases below in the same way.
- Hi, ladies and gentlemen.
- Thank you for attending to my presentation.
- It's pleasure to welcome you to…
- It's nice see so many familiar faces.
- I'll discuss about…
- My presentation is divided in three parts.
- At first, we'll look at…
- For first part of my presentation,…
- In second part of my presentation,…
- …and at last we are going to focus on…
- In the end…
- I try to be finished by…
- If you have any question, please feel free to interrupt me at any time.
- So, let's start by look at…
- This figure is a bar chart which shows…
- Right, let's move on the second topic.
- Before move on, I'd just like to mention that…
- Okay, finally I like to turn to…
- So, to summarise up,…
- Right, let's stopping there.
- Thank you for your coming.

What are the functions of the phrases above?

Match these functions to those phrases. Some functions match more than one phrase.
Connecting with the audience
Ending
Explaining the policy on questions
Explaining the structure of the presentation
Giving the topic
Greeting
Kicking off
Marking transitions
Summarising
Talking about time
Talking about visuals
Thanking at the end
Thanking/ Welcoming

Can you think of any other sentences which have the same function?

Suggested answers and discussion

- Greeting – Good morning/ afternoon/ evening ladies and gentlemen/ Hi everyone./ Hello.
- Thanking/ Welcoming – Thank you for attending my presentation./ It's a pleasure to welcome you to…/ I really appreciate the opportunity to present… to you today.
- Connecting with the audience – It's nice see to so many familiar faces./ I'm impressed you came out in this terrible weather.
- Giving the topic – I'll discuss…/ I'll look at…/ I'll explain…
- Explaining the structure of the presentation – My presentation is divided into three parts./ I have divided my presentation into three parts./ First of all, we'll look at…/ Firstly, we'll look at…/ For the first part of my presentation,…/ In the second part of my presentation,…/ …and last of all we are going to focus on…/ Finally,…
- Talking about time – I'll try to be finished by…/ My presentation will last for approximately…
- Explaining the policy on questions – If you have any questions, please feel free to interrupt me at any time./ There will time at the end for questions.
- Kicking off – So, let's start by looking at…/ So, if there are no questions so far…
- Talking about visuals – This diagram is a bar chart which shows…/ Figure One is a bar chart which shows…/ If you look at this pie chart,…
- Marking transitions – Right, let's move onto the second topic./ I think I've covered that topic, so…/ Before moving on, I'd just like to mention that…/ Okay, finally I'd like to turn to…
- Summarising – So, to summarise,…/ So, to sum up…/ To explain again in a shorter way,…
- Ending – Right, let's stop there./ I seem to have run out of time, so…
- Thanking at the end – Thank you for coming./ Thank you for your kind attention.

Which sentences are most suitable for your presentations?

Would you do these things in the same order as given above?

Would you take out or add any functions?