



# Préparation au bac : outils de présentation orale

## Démarrer une présentation

**Objectif** : savoir se présenter soi-même et le thème de sa présentation

### DOCUMENT 1 : démarrer sa présentation

<u>Function</u>	<u>Language</u>
Introducing yourself	Good morning,/afternoon/evening I'm _____, My name is _____ and I come from _____. Let me take a minute to introduce myself.
Introducing the subject	I'd like to start by... Let's begin by... First of all, I'll... I'll begin by... I'm here to talk about . . . Today, I'd like to say a few words about . . . I'm going to give you an overview of . . . The main reason I'm here today is . . . The focus of my remarks is . . . I'd like to share some thoughts on (+topic)



## Organiser une présentation

### DOCUMENT 2 : organiser sa présentation

Showing organization	I've divided my topic into three sections/parts. They are . . . This presentation can be divided into the following subtopics: First, First of all The first point is . . . Second Secondly The next point is . . . Third Thirdly Next, we come to . . . Finally Last The final point is . . .
Finishing one subject...	Well, I've told you about... That's all I have to say about... We've looked at... So much for...
...and starting another	Now we'll move on to... Let me turn now to... Next... I'd like now to discuss... Let's look now at... That brings us to . . .
Ordering	Firstly...secondly...thirdly...lastly... First of all...then...next...after that...finally...
Analysing a point and giving recommendations	Where does that lead us? Let's consider this in more detail... What does this mean for ...? Translated into real terms...
Giving an example	For example, ... For instance, Such as Let me illustrate, To illustrate, To give you an example, ... To illustrate this point...
Highlighting	Actually, In fact, As a matter of fact, In particular
Giving reasons	This is why . . .



## Terminer une présentation

### DOCUMENT 3 : conclure et clôturer

Dealing with questions	We'll be examining this point in more detail later on... I'd like to deal with this question later, if I may... I'll come back to this question later in my talk... Perhaps you'd like to raise this point at the end... I won't comment on this now...
Summarising and concluding	In conclusion... Right, let's sum up, shall we? I'd like now to recap... Let's summarise briefly what we've looked at... Finally, let me remind you of some of the issues we've covered... If I can just sum up the main points...  Thank you for your time Thank you for taking the time to be here
Taking questions	Are/Were there any questions? We have just a few minutes for questions