



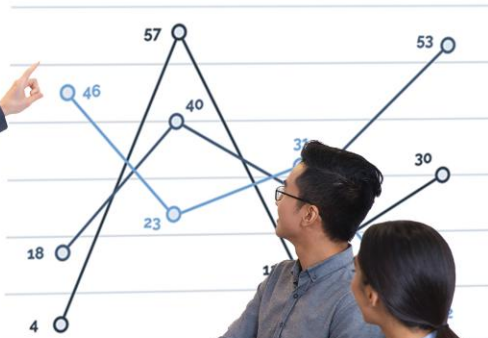
Lesson 6

DELIVERING PRESENTATIONS

IN ENGLISH

Social Media Marketing

Since about 2005, the growth of social media has had a major impact on how companies communicate with their potential customers and other stakeholders.



หัวข้อเรื่อง (Topics)

1. Introduction to Delivering Presentations in English
2. Preparation for Presentations
3. Delivering Your Presentation
4. Structure of Presentation: English Phrases and Expressions
5. Incorporating Visuals and Multimedia
6. English Phrases for Visuals



1. Introduction to Delivering Presentations in English

Giving presentations in English is an important skill for students. It helps them share ideas, explain their projects, and communicate clearly. Good presentations show your hard work and help others understand your ideas. This skill is useful for school, work, and future careers. Learning how to present well in English can open many opportunities for success.

Exercise 1: Read the conversation below about electrical safety in workshops. Then, answer

Electrical Safety in Workshops





A : Good morning, everyone. Welcome to our talk about staying safe in workshops.
My name is Sarah, and I'll explain what we found.

B : Hi, I'm John, and I'll help Sarah with this presentation.

A : Our goal is simple: to stop accidents by teaching better safety practices.

B : We looked at basic rules, how to use tools safely, and how to handle electrical equipment.

A : Here's what we found. Many accidents happen because workers don't wear safety gear or check their tools.

B : Damaged wires and tools also cause problems. Checking them regularly can stop fires and electric shocks.

A : To fix this, we suggest always wearing gloves and goggles, checking tools before using them, and fixing damaged wires quickly.

B : Workers also need training on using fire extinguishers and what to do in emergencies.

A : That's all from us. Do you have any questions or ideas to share?



1. What is the topic of the presentation?

.....

.....

2. Who are the speakers?

.....

.....

3. What is the goal of the project?

.....

.....

4. What problems cause accidents in workshops?

.....

.....

5. What are the

.....

.....



2. Preparation for Presentations

Preparation is the most important step before presenting your project. Follow these steps :



1. **Set Your Purpose** : What is the goal of your presentation? Example: “To explain how this project improves workplace safety.”

2. **Understand Your Audience** : Know their background and interests. Adjust your language to suit them.

3. **Organize Your Content** : Divide your presentation into three parts: Introduction, Body, and Conclusion.

4. **Visual Aids** : Use slides, charts, or pictures to make your presentation clear and interesting.

 **Exercise 2** : Match the preparation steps in Column A with the correct

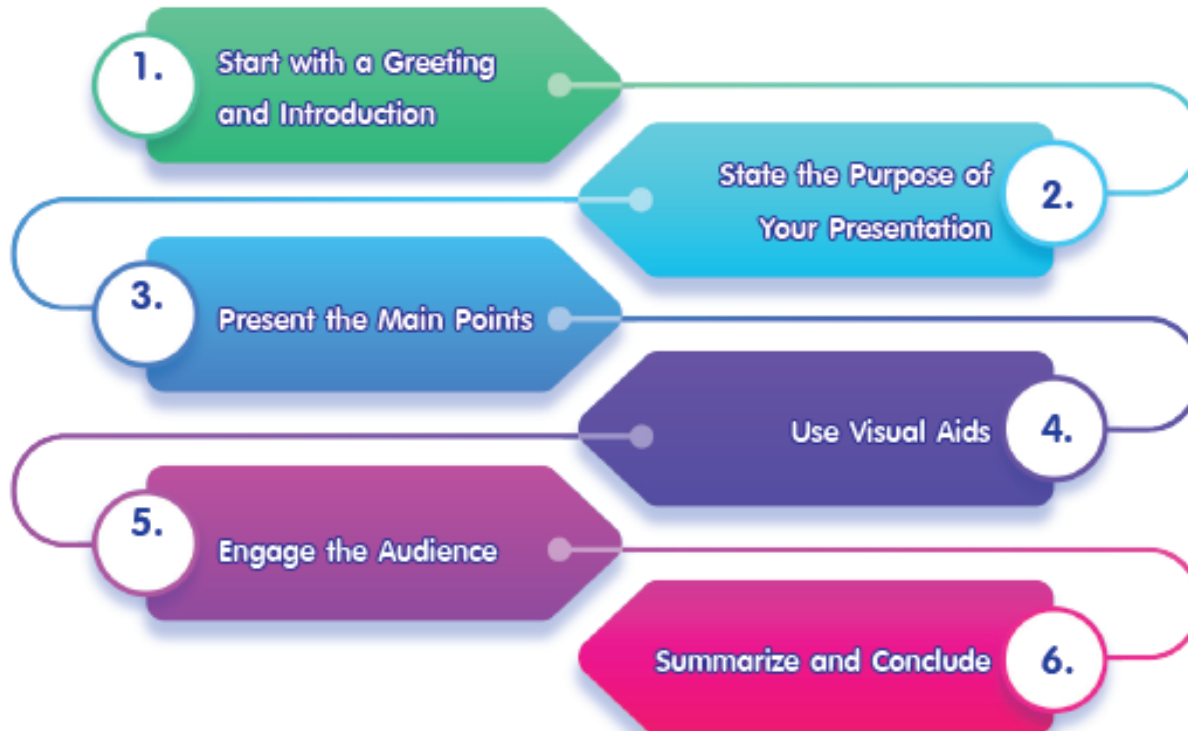


Column A	Column B
1. Set Your Purpose	a. "I will explain the project results and benefits."
2. Understand Your Audience	b. "I will adjust the content for vocational students."
3. Organize Your Content	c. "I divided my talk into introduction, body, and conclusion."
4. Use Visual Aids	d. "I added photos and charts to my slides."

3. Delivering Your Presentation

Delivering a presentation in English requires clear steps and confidence. Follow these steps to ensure your presentation is successful.

Steps to Deliver Your Presentation





Steps to Deliver Your Presentation

1. Start with a Greeting and Introduction : Begin by greeting your audience and introducing yourself and the topic.

Example :

- “Good morning, everyone. My name is [Your Name]. Today, I will talk about [your topic].”
- “Hello, everyone. I’m glad to share my project about [project name] with you today.”

2. State the Purpose of Your Presentation : Explain why you are giving this presentation.

Example :

- “The purpose of my presentation is to show you the results of our project on [topic].”
- “Today, I want to share ideas about [main topic] and explain how it can help us.”



3. Present the Main Points : Clearly explain each key point in your presentation. Use simple phrases and examples.

Example :

- “First, let’s look at the background of this project.”
- “Next, I will explain the results we found.”
- “Finally, I will share the benefits and recommendations.”

4. Use Visual Aids : Refer to your slides, charts, or other visuals to support your points.

Example :

- “As you can see in this chart, the sales increased by 20%.”
- “This photo shows how the process works step by step.”



5. Engage the Audience : Ask questions or involve the audience to keep them interested.

Example :

- “What do you think about this idea?”
- “Raise your hand if you have any experience with this.”

6. Summarize and Conclude : End your presentation by summarizing the main points and providing a conclusion.

Example :

- “To summarize, our project showed that [main findings].”
- “In conclusion, I hope this presentation helps you understand [key idea].”

7. Invite Questions : Encourage the audience to ask questions and respond politely.

Example :

- “Now, I’d like to hear your questions or feedback.”
- “Thank you for listening. Do you have any questions?”



Exercise 3 : Fill in the blanks with the correct words or phrases. Use the options provided to help you complete each sentence.

This graph shows	safety measures	What do you think about this?
I am [your name]	As you can see in this chart	teamwork skills (two places)
any questions	my findings	the project benefits

“Good morning, everyone. (1) _____.

Today, I will talk about (2) _____.

The purpose of this presentation is to explain (3) _____ and show how it can help us improve our work.

First, I will discuss (4) _____.

Next, I will share (5) _____.

Finally, I will talk about (6) _____.

(7) _____, (8) _____ our progress over the past month.

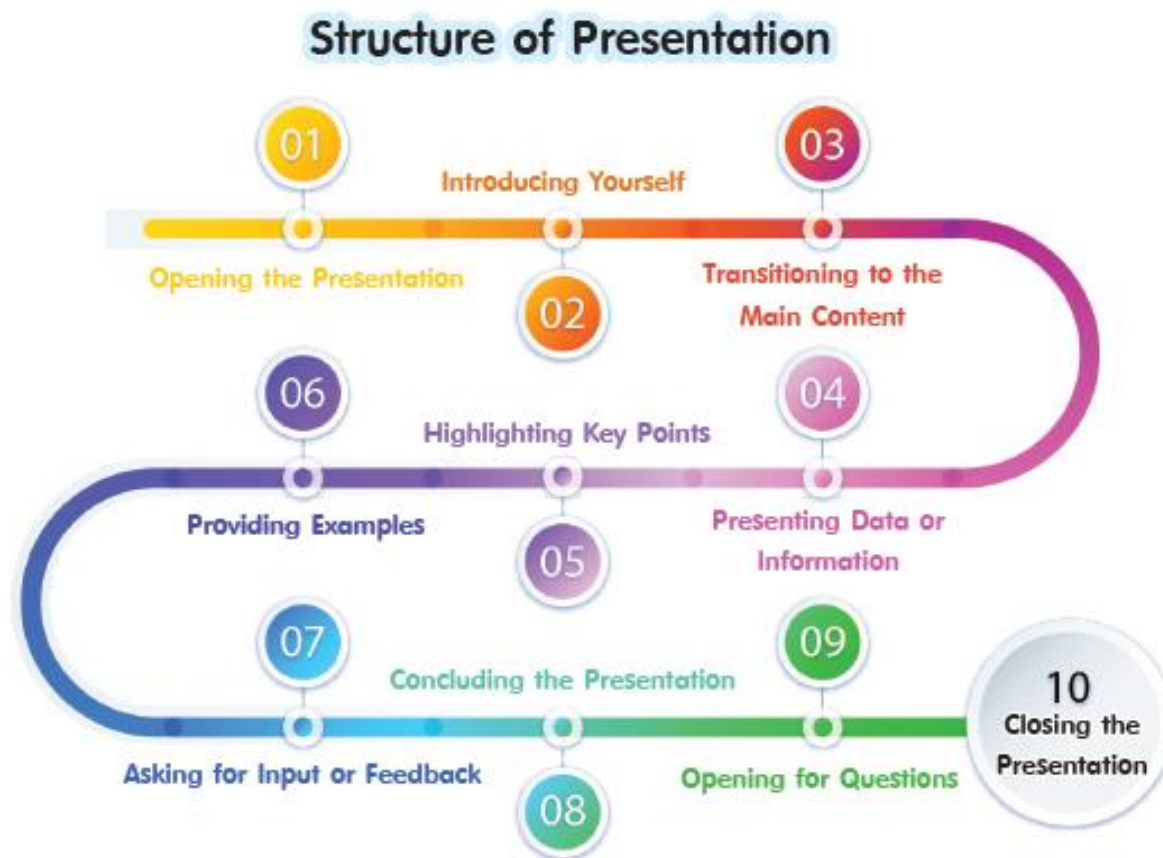
(9) _____

To summarize, we found that teamwork skills were essential to our success.

Thank you for your attention. Do you have (10) _____?”

4. Structure of Presentation: English Phrases and Expressions

This table shows useful phrases for each part of a presentation. You can use these phrases or change them to fit your style.



Structure of Presentation: English Phrases and Expressions

Structure of Presentation	English Phrases and Expressions
Opening the Presentation	"Good morning/afternoon, everyone."
	"Welcome, everyone. Thank you for being here today."
	"I'm delighted to be here to present..."
	"Let's get started, shall we?"
Introducing Yourself	"My name is [Your Name] and I'll be leading today's presentation."
	"For those who don't know me, my name is [Your Name] and I work in..."
	"I'm excited to share with you..."

Structure of Presentation	English Phrases and Expressions
Transitioning to the Main Content	"Let's move on to..."
	"Now, I'd like to talk about..."
	"Turning our attention to..."
	"Next, we'll explore..."
Presenting Data or Information	"As you can see from the graph/chart/table..."
	"According to the latest research/statistics..."
	"Let me walk you through these findings..."
	"This data illustrates..."

Structure of Presentation	English Phrases and Expressions
Highlighting Key Points	"It's important to note that..."
	"One key takeaway from this is..."
	"The main idea here is..."
	"This brings us to the crucial point that..."
Providing Examples	"For instance/For example..."
	"To give you a clearer picture..."
	"Imagine a scenario where..."
	"Consider the case of..."

Structure of Presentation	English Phrases and Expressions
Asking for Input or Feedback	"I'd love to hear your thoughts on this."
	"Does anyone have any questions so far?"
	"Feel free to share your opinions on..."
	"Any comments or suggestions at this point?"
Concluding the Presentation	"In conclusion/To sum up..."
	"To wrap things up..."
	"Let's summarize what we've discussed..."
	"Thank you all for your attention. That concludes my presentation."



Structure of Presentation	English Phrases and Expressions
Opening for Questions	"Now, I'm happy to take any questions you may have."
	"I'll now open the floor for questions."
	"Does anyone have any questions they'd like to ask?"
	"Feel free to raise your hand if you have any questions or comments."
Closing the Presentation	"Once again, thank you all for your time and attention."
	"I appreciate the opportunity to speak with you today."
	"If you have any further questions, please don't



Exercise 4: Match the presentation parts in Column A with the phrases in Column B. Write the correct letter on the blank line.

Column A	Column B
1. Starting the Presentation _____	a. "Feel free to share your ideas or ask questions at any time."
2. Introducing Yourself _____	b. "Let's move on to the next point: team collaboration tools."
3. Transitioning to the Main Content _____	c. "My name is [Your Name], and I'll share some key ideas today."
4. Presenting Data or Information _____	d. "To wrap up, teamwork and planning lead to project success."
5. Highlighting Key Points _____	e. "This slide shows the key benefits of using technology in projects."



Column A	Column B
6. Using Visual Aids _____	f. "Good morning, everyone. Thank you for being here today."
7. Asking for Input or Feedback _____	g. "Does anyone have any questions about what we've covered?"
8. Summarizing Key Points _____	h. "It's important to remember that communication is essential."
9. Opening for Questions _____	i. "Thank you for your attention and participation today."
10. Closing the Presentation _____	j. "This graph shows the progress we made last year."

Simple Tips for Giving a Presentation

Giving a presentation is easy if you plan well. Speak clearly, keep your points simple, and practice beforehand. Use visuals to help explain your ideas and connect with your audience. Stay confident, and you'll



Simple Tips for Giving a Presentation

1. Speak Clearly

- Talk slowly and clearly so everyone can understand you.
- Avoid speaking too fast.

2. Use Simple Words

- Keep your sentences short and easy to follow.
- Avoid using difficult words.

3. Look at Your Audience

- Make eye contact with the audience to show confidence.
- Don't just read from your slides or paper.



4. Practice Beforehand

- Practice your presentation a few times before the actual day.
- Practice in front of a mirror or with a friend.

5. Use Visual Aids

- Show pictures, charts, or slides to help explain your points.
- Make sure your visuals are clear and simple.

6. Stay Calm

- Take a deep breath if you feel nervous.
- Smile and speak naturally.

7. Engage the Audience

- Ask simple questions to keep your audience interested.
- For example: “What do you think about this?”

8. Keep Your Time

- Make sure your presentation is not too long or too short.
- Practice to finish on time.



9. Summarize at the End

- End with a quick summary of your main points.
- Example: “To summarize, we learned that...”

10. Invite Questions

- Ask the audience if they have questions after you finish.
- Example: “Do you have any questions?”



Exercise 5: Use the template below to write your presentation. Fill in the blanks with details about your project.

- Use phrases from Structure of Presentation: English Phrases and Expressions if you need ideas.
- Adjust the phrases to fit your project or audience.
- Focus on being clear, simple, and confident.



Title : _____

Greeting:

“Good _____, everyone. My name is _____. Today, I will talk about _____.”

Purpose:

“The purpose of this presentation is to explain _____.”

Main Points:

“First, I will talk about _____.”

“Next, I will explain _____.”

“Finally, I will share _____.”

Visual Aids:

“This slide shows _____.”

“As you can see in the chart, _____.”

Conclusion:

“To summarize, we found that _____. Thank you for listening.”

Questions:

“I would love to hear your questions or feedback. Please feel free to ask.”

5. Incorporating Visuals and Multimedia



Using visuals and multimedia makes presentations easier to understand and more engaging. Images, graphs, charts, videos, and infographics help explain complex ideas and grab the audience's attention. They also cater to different learning styles and make information easier to remember. Using these tools well is key to

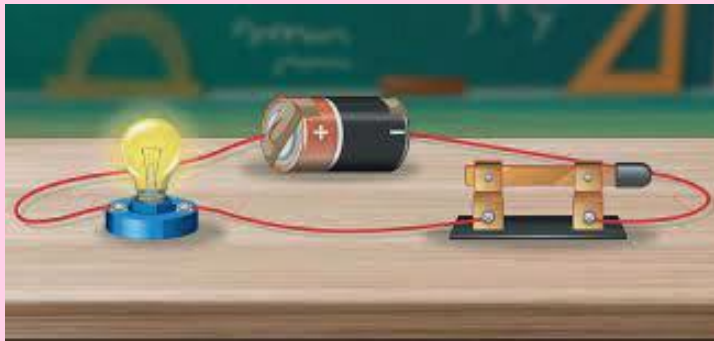
creating effective and interesting presentations.

Element	Definition	Examples
Images	Pictures or visuals to explain or support your points.	Photos, diagrams, illustrations.
Graphs	Show data or trends visually.	Bar graphs, line graphs, pie charts.

Element	Definition	Examples
Charts	Organize and compare information.	Flowcharts, Gantt charts.
Videos	Short clips to explain or demonstrate something.	Tutorials, product demos.
Infographics	Mix of text and visuals to explain complex ideas simply.	Data visuals, process charts.
Text Content	Written info to add context or highlight key points.	Titles, bullet points, captions

Exercise 6 : Match the visual elements with their descriptions.

Write the name of the correct element on the blanks.

Visual Element	Picture																		
Image	a.  Global Artificial Intelligence Software Market Revenue <table border="1"> <thead> <tr> <th>Year</th> <th>Revenue (\$B)</th> </tr> </thead> <tbody> <tr><td>2018</td><td>100</td></tr> <tr><td>2019</td><td>150</td></tr> <tr><td>2020</td><td>200</td></tr> <tr><td>2021</td><td>300</td></tr> <tr><td>2022</td><td>450</td></tr> <tr><td>2023</td><td>650</td></tr> <tr><td>2024</td><td>900</td></tr> <tr><td>2025</td><td>1100</td></tr> </tbody> </table> www.radixweb.com	Year	Revenue (\$B)	2018	100	2019	150	2020	200	2021	300	2022	450	2023	650	2024	900	2025	1100
Year	Revenue (\$B)																		
2018	100																		
2019	150																		
2020	200																		
2021	300																		
2022	450																		
2023	650																		
2024	900																		
2025	1100																		
Graph	b. 																		

Visual Element

Picture

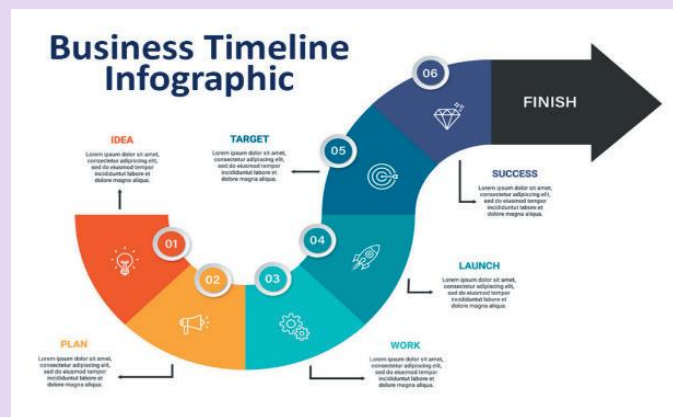
Chart

c.



Video

d.





Visual Element	Picture
Infographic	e. Simple Gantt Chart Keep track of the status of your team's tasks and output every day TEAM MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY MARKETING TEAM ✓ Finish initial report c/o Jara ✗ Track down resources c/o Chai ✗ Conduct meeting c/o Trisa PRODUCT TEAM ✓ Use this shape to list the tasks/items per team member ✓ Edit the shape to match the schedule/deadline you need LIST ANOTHER TEAM HERE ✓ Write the task and assigned member here ✓ Write the task and assigned member here

6. English Phrases for Visuals

When you use visuals in your presentation, clear phrases can help your audience understand better. These phrases guide them through charts, graphs, and pictures. This makes your presentation simple and easy to follow.



Purpose	Phrases
Introducing Visuals	"Let's look at this..."
	"Here we see..."
Describing Visuals	"This shows..."
	"As you can see..."
Highlighting Points	"The main takeaway is..."
	"This is important because..."
Explaining Trends	"Notice the trend here..."
	"This pattern shows..."
Making Comparisons	"Compared to this..."
	"This differs from..."
Interaction	"What do you think about this?"
	"Any questions about this?"

Exercise 7: Complete the sentences below using the phrases provided.

“Let’s take a look at...”

As you can see from this graph,

This chart compares ...

Moving on to the next visual,

As you can see from the chart,

Notice the trend in...

What do you think about...?

This image highlights...

1. _____ the results from our two experiments.
2. _____ sales have increased steadily over the past three months.
3. _____ the data for customer satisfaction.
4. _____ this image of the factory layout. It highlights key safety measures.
5. _____ the changes in these two models. We can see the improvements clearly.
6. _____ here is the cost breakdown for the project.
7. _____ the main difference between the two graphs?
8. _____ we made the biggest progress in April.

Vocabularies for Delivering Presentations in English



Vocabularies	Definition	Thai Meaning
Presentation	Sharing information in front of an audience.	การนำเสนอ
Preparation	Getting ready for a presentation or task.	การเตรียมตัว
Audience	The people listening to or watching a presentation.	ผู้ฟัง
Objective	The goal or purpose of the presentation.	วัตถุประสงค์
Visual Aids	Tools like slides, charts, or pictures to support ideas.	สื่อช่วยการนำเสนอ
Engagement	Keeping the audience interested and involved.	การมีส่วนร่วม
Confidence	Being sure of yourself and your abilities.	ความมั่นใจ
Clear Language	Simple and easy-to-understand words.	ภาษาที่ชัดเจน
Summary	A short explanation of the main points.	การสรุป

Vocabularies	Definition	Thai Meaning
Interaction	Communicating with the audience through questions or feedback.	การโต้ตอบ
Questions	Things the audience asks to learn more.	คำถาม
Multimedia	Tools like videos or animations used in presentations.	สื่อมัลติมีเดีย
Feedback	Comments or suggestions from others about your work.	ข้อเสนอแนะ
Introduction	The opening part of a presentation.	การแนะนำ
Main Points	The most important ideas in a presentation.	ประเด็นสำคัญ

Vocabularies	Definition	Thai Meaning
Charts	Visuals that organize and present information.	แผนภูมิ
Graphs	Visual representations of data.	กราฟ
Examples	Specific cases used to explain an idea.	ตัวอย่าง
Phrases	Groups of words used to express ideas.	วลี
Transition	Moving smoothly from one part of the presentation to another.	การเปลี่ยนผ่าน
Key Takeaway	The most important idea to remember.	ประเด็นสำคัญที่ควรจำ
Time Management	Organizing your time effectively during a presentation.	การบริหารเวลา
Practice	Repeating and rehearsing to improve performance.	การฝึกฝน