

TLP Five-Minute Read Over Coffee – Semi-formal presentations

Often we don't present in big formal contexts when you speak to an unfamiliar audience. One of my most common workshops is in helping clients present more relaxed semi formal updates to their team division or wider group in their company.

I have looked to highlight examples of this type of language below. With an emphasis on a style that is warm positive and clear.

7. Starting in a warm way
   - *Thanks for your time today.*
   - *For those of you who don't know me, my name is…*
   - *Good to see everyone today.*

8. Your focus
   - *Today I am going to give an update on…*
   - *The focus today is on…*
   - *Today I would like to give a short update on/overview on…*
   - *I would like to briefly introduce myself…*

3 - Structure and questions policy
- I will start by, and then go on to review/talk through the…
- Please ask questions at any time. (Anytime)
- I will make sure we have some time for questions at the end of the update. (At the end)

4 - Don't forget your signposting language
- *These little expressions can be super useful in helping direct your audience around your presentation.*
- Firstly, secondly, thirdly…
- As the table/graph/chart demonstrates/illustrates/highlights/reveals/shows/emphasizes…
- As you can see on slide…Please refer to slide 5 for a…
- Moving on, I would now like to…
- To sum up, in summary, to conclude

5 - Finishing in a warm and positive way. Some options.

The following expressions are useful if you are staying in the meeting.

- That is all from my side.
- That is it from me.
- I will follow up with a…
- Any questions on this/on what I have talked about today?
- Please do get in contact via…, if you have any further questions.
- I am happy to talk any of this through outside of the meeting.

The following expressions work if you are leaving the meeting after your update.

- Thank you for your time today.
- I look forward to seeing you at the next meeting.
- Have a good day/Goodbye.