

## **TLP Five-Minute Read Over Coffee – Presenting a semi-formal update in a meeting**

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.

### **1 - 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.

### **2 - 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...
- As you know we are facing a real challenge in the ...today I will explore/discuss/review....

### **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 -** When giving an update it is human nature to speak more quickly when anxious. This can make understanding particularly difficult for non-native speakers.

- Consciously try and slow yourself down.
- Avoid blocking language (idioms, abbreviations etc..) that might further block understanding.
- Proactively build in little checkpoints where you give space and time to clarify understanding and ask any questions.
- Is that clear for everyone?
- Any questions on any of that?

**6 - When presenting online** - you can always ask people to note down questions in chat, so they are not lost, particularly if you have lots of attendees.

**7 - 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.
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