

LINGUA AGENTS

Lesson Summary

Language of Presentations



Keep this summary as a reference for your next presentation in English.

Vocabulary

Word / Phrase	Meaning	Example Sentence
presenter	the person giving the presentation	The presenter opened with a clear aim statement.
attendees	the people attending and listening	There were twelve attendees in the room.
projector	device that projects images from a laptop onto a screen	The projector was connected to her laptop before the meeting.
screen	the flat surface on which the projected image appears	She pointed at the screen to show the key data.
slide	a single page in a PowerPoint file	The third slide showed the revenue breakdown.
slide deck	the complete PowerPoint presentation file	He emailed the slide deck to all attendees in advance.
handout	a printed copy of the slides given to the audience	A handout was placed on each seat before the session began.
Q and A session	the question-and-answer period at the end of a presentation	Several attendees raised important points during the Q and A session.

Key Presentation Phrases

Opening Phrases

Phrase	Use it when...
Good morning / afternoon everyone.	Greeting the audience at the very start.
My name is [name] and I work in [department].	Introducing yourself before the presentation.
The aim of this presentation is to [verb]...	Stating the purpose clearly.
I'll begin with [topic], then I'll move on to [topic], and finally I'll discuss [topic].	Giving a structural overview so the audience knows what to expect.

Body Phrases

Phrase	Use it when...
Please look at this slide.	Drawing the audience's attention to the current slide.
This slide shows [content].	Introducing what is visible on the current slide.
This is important because [reason].	Explaining why a particular piece of information matters.
Let's move on to the next slide.	Signalling a transition to the next topic.

Closing Phrases

Phrase	Use it when...
To sum up, [summary].	Beginning your closing summary.
Thank you for listening.	Thanking the audience after the summary.
Are there any questions?	Inviting the Q and A session.

Grammar: I'll vs Let's

I'll (I will): Personal Announcements and Openings

	Example	When to use
I'll	I'll begin with an overview of the results.	When you are announcing what you will do.
I'll	I'll conclude with the key recommendations.	Closing the structural overview with your final action.

Scope note: I'll is the contraction of I will. Use it for personal announcements in your opening overview and whenever you describe something you alone will do during the presentation.

Let's: Shared Transitions

	Example	When to use
Let's	Let's move on to the next slide.	When you invite the audience to move to the next section together.
Let's	Let's look at the data on slide three.	When drawing joint attention to a specific item or slide.
<i>Scope note: Let's is the contraction of let us. Use it for transitions and moments where you guide the audience as a group. It creates a sense of shared movement through the presentation.</i>		

Common Confusions

I'll vs Let's

Use I'll when the action belongs to you alone: 'I'll begin with the introduction.' Use Let's when you want the audience to move with you: 'Let's move on to the next slide.' A common error is using Let's for the opening sequence, which makes it sound as if someone else is also presenting.

Correct: 'I'll begin with an overview.' Incorrect: 'Let's begin with an overview.' (unless you are co-presenting)

Attendees vs Audience

Both words describe the people listening, but the register differs. 'Attendees' is more formal and is typically used in writing, such as calendar invites, event programmes, or emails. 'Audience' is the natural spoken word during a presentation: 'Please look at this slide' is directed at your audience. In most spoken contexts, both are acceptable.

To sum up vs In conclusion

Both are closing phrases, but 'To sum up' is more conversational and direct, while 'In conclusion' is more formal and tends to appear in written reports or academic presentations. In a typical business presentation, 'To sum up' sounds more natural and confident. Avoid saying only 'In summary' or 'So' without following it immediately with a summary.

Self-Check Questions

Test yourself. Can you answer these without looking at the lesson?

1. What are the three parts of a strong presentation opening?

Greeting, self-introduction, aim statement (plus optional overview).

2. Which phrase do you use to explain why a data point matters?

This is important because...

3. When do you use I'll instead of Let's?

When announcing a personal action during the presentation, such as in the opening overview.

4. What is the difference between a slide and a slide deck?

A slide is one page; a slide deck is the complete PowerPoint file.

5. What are the three closing phrases in order?

To sum up... then Thank you for listening. then Are there any questions?