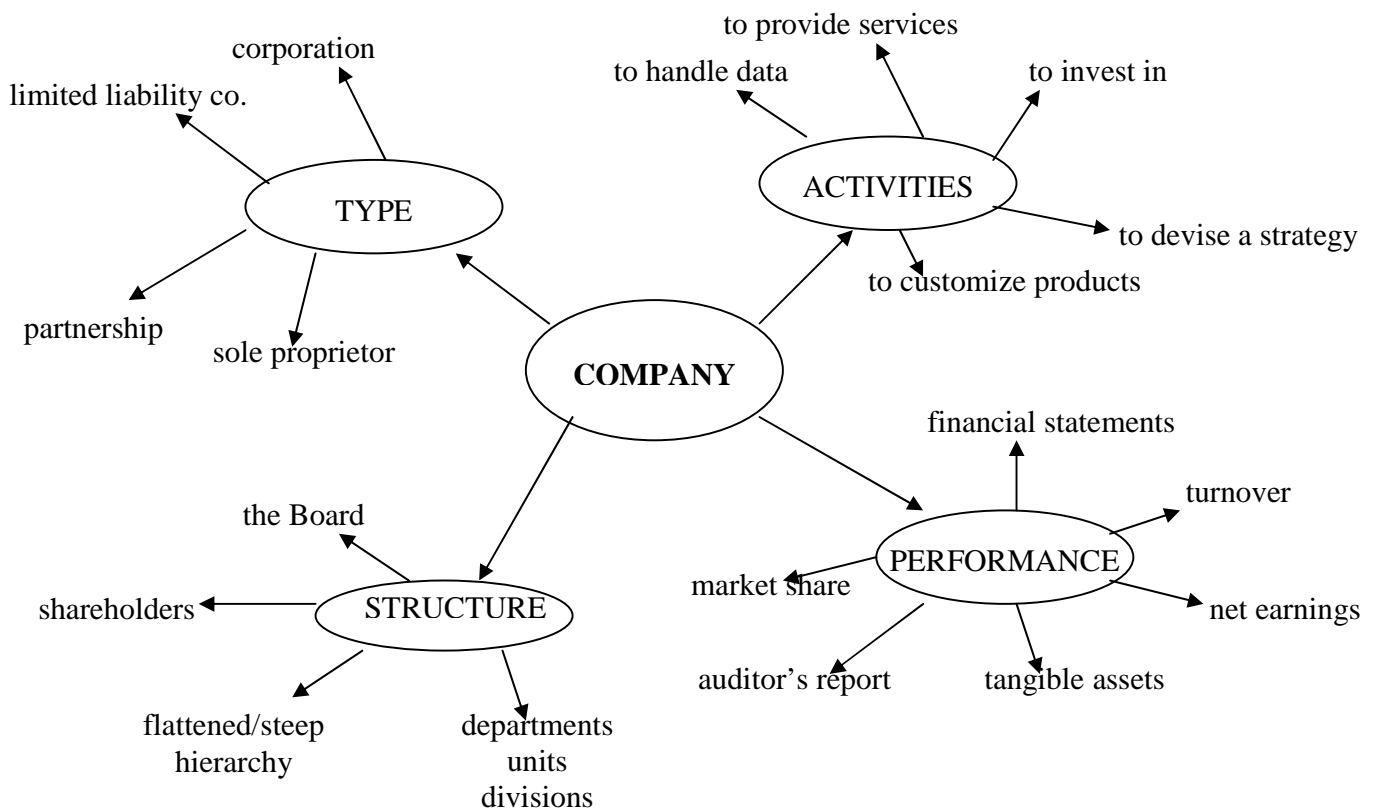


**Business Communication Skills  
 Delivering a company presentation**

**Suggested structure model: past-present-future**

- company history
- products/services portfolio
- major clients
- company performance in figures
- current strengths (market share, technology, employees etc)
- development strategy

**Tapping into vocabulary – a mind map**



## Useful phrases

- to introduce the subject  
The subject of my presentation focuses on...  
I'd like to talk about...  
I'm going to give you an overview of...
- to state the purpose  
I'm going to be telling you about...  
The aim of this presentation is to give you a background to...  
The presentation is meant to be a springboard for ...
- to refer to the length  
My presentation will take about...  
This should last for about...
- to outline the main parts  
I've divided my presentation into x sections. They are...  
First/Firstly/First of all...  
Second/Secondly/Next...  
After that in the part x, I look at...  
Finally/And then I come to ...
- to refer to Q&A session  
I'll be glad to answer your questions at the end.  
Please interrupt me should you have any questions.
- to signal different parts  
I'll start by.../ To begin with,...  
Let's move to the next part which is...  
Going back for a moment to...  
Let me expand on some critical issues such as...  
Let's turn now to...  
That brings us to...  
Now I'd like to say a few words about...  
Let me summarise...  
I'll briefly summarise...  
To sum up...
- to refer to visuals  
I'd like to show you (a graph).  
This (graph) shows ...  
Here we can see the trend in...
- to end  
I'd like to end by....  
I'd like to end with ....  
That concludes/completes my presentation.  
That covers everything I wanted to say.
- to close  
Thank you for your attention.  
I hope I've helped you to gain an insight into...

### Choosing a time framework

- to speak about past events Last year, we **opened** two more branches.
- to speak about events so far We **have invested** heavily in new technologies.
- to speak about current projects We **are** now **investigating** ways of accessing new markets.
- to speak about future events (intention) We **are going to** start negotiations with two potential business partners.  
(plan) Next quarter, we **are conducting** an impact study.

### Choosing the right style

- personal Jan Smith **founded** the company 10 years ago.
- impersonal The company **was founded** 10 years ago.