

# Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

Öğretim Görevlisi : Murat Duman

Mail: [mduman@ankara.edu.tr](mailto:mduman@ankara.edu.tr)

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Hafta 5

# MAIN PARTS OF A PRESENTATION (PART 1)

## INTRODUCTION

- Welcome audience:
  - Good morning/afternoon, ladies and gentlemen.
  - Hello/Hi, everyone.
  - First of all, let me thank you all for coming here today.
  - I'm happy/delighted that so many of you could make it today.
- Introduce yourself (name, position/function):
  - Let me introduce myself. I'm ....., a second year student from the Electronic Communication Technology Program, Ankara University.
  - For those of you who don't know me, my name's ....., a second year student from the Electronic Communication Technology Program, Ankara University.
  - As you probably know, I'm ....., a second year student of the Electronic Communication Technology Program, Ankara University.

## TODAY'S TOPIC IS ...

- State your topic:
  - since you are all students of Electronic Communication Technology Program, I'm sure you are familiar with the topic of my presentation. Anyway I'll give you a short Summary. Take your time to read it and then I'll continue
  - As you can see on the screen, our topic today is ...
  - Today's topic is ...
  - What I'd like to present to you today is ...
  - The subject of my presentation today is ...
- Say why your topic is important for the audience:
  - My talk is particularly relevant to those of you /us who ....
  - Today's topic is of particular interest to those of you/us who ....
  - The/My topic is very important for you because .....
  - By the end of this talk you will be familiar with ....
- Say how long the talk will be:
  - My talk should take about 10 minutes. Please feel free to interrupt me at any time with questions.