


Fiche	Situation / Compétences	Niveau	Codification
<b>EXPRESSIONS</b>	<b>PRESENTATION</b> Incontournable PR3	CRIBLE 3 CECRL B1 BRIGHT 1.7/2.5	 <b>E X P R - P R 3</b>



## **PRESENTATION - B1**

### *Exemple d'expressions*

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**ACCUEILLIR LES PARTICIPANTS**

Good morning/good afternoon ladies and gentlemen.  
Good morning to everybody.  
Hello/Hi everyone.  
Thanks for being here today.  
Thanks for being with us today.  
It's a pleasure to welcome you today.  
We are delighted to welcome you to our company today.  
It's a pleasure for me to be here today.  
It's good to see you all here.

**SE PRÉSENTER**

My name's .... I'm from...  
Let me introduce myself. I'm (...) from (...).  
Let me start by saying a few words about myself.  
I'm going to start by introducing myself.

**DEMANDER DE SE PRÉSENTER**

Let's go round the table introducing ourselves.

**DONNER L'OBJET DE LA PRÉSENTATION**

I'm here today to present...  
Today's topic is...  
My subject today is...  
I'm going to talk about...  
Today I'm going to...  
I'd like to talk about...  
The subject/topic/purpose of my presentation is...  
Today I'm going to talk about...  
The subject of today's meetings is...  
My presentation will cover...  
My presentation is about...  
Today I'll be reporting on ...  
I'll be talking about....  
I would like to cover these important points, first... second ... and finally...  
My presentation will involve these points...  
By the end of my presentation, you will have a clear idea of...  
By the end of my talk, you will understand why...  
What I'd like to do in this presentation is...

**EXPLIQUER LA PERTINENCE DU SUJET PAR RAPPORT A L'AUDITOIRE**

Today's topic is of particular interest to those of you who...  
My topic will be particularly relevant for you because...  
By the end of this talk you will be familiar with...  
My topic is very important for you because...

**STRUCTURER LA PRESENTATION**

There are three parts to my presentation  
My presentation is in three sections

Firstly,...Secondly,...Finally,...

First I'll be looking at..., second..., and third...

I'll end with...

I've divided my presentations into four parts...

In the course of my presentation I will deal with four main issues.

In my presentation I will focus on four major issues.

I'll begin/start off by... then I'll move on to ... then /next / after that...

I intend to limit my presentation to (three) areas. These are, first..., second... and third...

My first point is...That was my first point...

My second point is...

My final point is

### **INTRODUIRE ET EXPLIQUER LES DIAPOS**

Let's now look at the first slide.

To illustrate this, let's have a closer look at...

Let me illustrate this point on slide (three).

As you can see...

You'll notice that...

On the top left, you can see...

The key in the bottom left hand corner...

Take a look with me now at this diagram.

This diagram clearly illustrates my point.

This next chart demonstrates that...

You can see the results in this table.

First, let me quickly explain the g graph.

You can see that different colours have been used to...

### **FAIRE LE LIEN ENTRE LES ETAPES/ RELIER UN POINT A UN AUTRE**

That brings me to the next point.

Now let's examine together the second point.

Let's now move on to part three.

This leads directly to my next point.

As I mentioned earlier...

After examining this point, let's turn to...

Let's now have a look at...

It's time to move on to the next topic.

This brings me to our next point.

A further point to mention is...

Following that, we need to...

Let me turn now to my next point.

As I said earlier...

You may remember I mentioned...

As I have just said...

I'd just like to look again at...

### **INTRODUIRE/DÉCRIRE LES AIDES VISUELLES**

Let me show you this side...

Have a look at this side...

On the left you can see...  
On the top left, you'll see...  
On the upper right, you can see...  
This graphs shows a...  
These pie charts compare...  
Have a look at these figures...  
From these figures, you can see that...  
On/at the bottom, you can see...  
This diagram clearly illustrates (my point)  
If you look at this slide, you can see...  
As you can see from the slide  
In red we have (the results for....)  
Let's now look at the next slide which shows...  
The (projected figures for next year) are shown in green.  
You will notice on this chart...  
You can see the results on this table.  
I have a slide here that shows...  
Looking at this slide, we can see...  
To illustrate this, let's have a closer look at...  
Let me quickly explain the graph...  
You can see that different colors have been used to...

#### **INDIQUER LA DUREE DE LA PRESENTATION**

My presentation will last about ...  
I'll talk for about...  
My presentation will take about (forty minutes).  
This meeting will only last (forty minutes).  
My presentation won't take more than...  
I'd like to finish by four o'clock

#### **MENTIONNER LES PROBLÈMES À RÉSOUDRE**

I think we first need to identify the problem.  
We'll have to clarify a few points...  
We will have to deal with the problem of...

#### **INTRODUIRE LE QUESTIONNEMENT**

Please feel free to ask questions (at any time)  
If you have any questions feel free to interrupt me at any time.  
If you have any questions, please feel free to interrupt.  
Please stop me anytime you have a question or if you need clarification.  
There will be time for questions after my presentation.  
I would be grateful if any questions could be left until the end.  
I'll answer any questions at the end of my talk.

#### **METTRE EN VALEUR LES INFORMATIONS APORTEES**

The important thing here is...  
Notice that...  
So, my main point is...

The reason why this is important is...  
The important thing to remember is that...  
I'd like to stress/highlight the following point.  
Let me point out that...  
I think you'll be surprised to see that...  
What's really important here is...  
Let's look more closely at...  
I'd like you to focus your attention on...  
I would like to draw your attention to...  
I want to stress one thing...  
I want/would like to make clear....  
I'd just like to highlight...  
I'd like you to focus your attention to...  
Let's look more closely at...

#### **DÉCRIRE LES TENDANCES, ÉVOLUTIONS**

The prices went up significantly.  
There was a sudden increase in prices.  
There was a sharp slump in sales.  
Interest rates have risen steadily.  
Sales increased slowly in September.  
Interest rates have risen steadily.  
There was a sudden increase in prices.  
In (August), we saw a moderate fall.

#### **AJOUTER UNE IDÉE**

In addition to this, I'd like to say that...  
Moreover/furthermore...

#### **DEMANDER DES CLARIFICATIONS**

Sorry, could you repeat your question please?  
I'm afraid I didn't quite catch that.  
Does that answer your question?  
Would you mind clarifying your last point?

#### **AJOUTER UNE ANECDOTE**

Let me illustrate with a brief anecdote.  
Let me tell you what happened to me...  
I would like to tell you a very short story.  
Let me tell you about a real life experience.  
I'm going to show you how good this idea is.  
I remember when...

#### **RÉSUMER, REFORMULER**

I'd like to recap the main points.  
Let me briefly summarize the main issues.  
I'd like to summarize what I've said so far.

I'd like to run through my main points again.  
Let's review the key points of my presentation  
Let's summarize the situation so far

#### **EXPLIQUER CAUSE ET EFFET**

This was because of...  
As a consequence/consequently, sales went up significantly.  
As a result...  
Our strategy has led to...  
The unexpected drop was caused by...

#### **EXPRIMER SON POINT DE VUE**

I really believe...  
I'm positive that (we are on schedule).  
For my part, it's yes.  
I'm certain that...  
As I see it...  
From what I know...  
In my opinion...  
It seems to me that...  
The way I see it...  
There is no doubt...  
My personal view is that...  
I believe that...  
I'm of the mind to...  
My opinion is clear on that matter.  
I understand what you're saying, but...  
I can see your point, but I'm afraid...  
I appreciate your concern, but...

#### **SUSCITER LES QUESTIONS**

Are there any questions?  
What do you think?  
What's your reaction to this idea?  
What do you feel about this?  
What's your opinion on this matter?  
Right, let's have some feedback.  
That sounds interesting! Tell me more.  
We now have time for a few questions.  
I'll be happy to answer any questions you may have.  
What's your point of view?  
Could you give me your thoughts on that?  
What are your feelings?  
What's your view on this proposal?  
It would be interesting to hear your point of view.  
What do you think about that idea?  
Do you think it's a good idea?

**REPONDRE AUX QUESTIONS**

Interesting question!

That's a good point.

I was coming to that...

I'm glad you asked me that question.

Thank you for the question.

If I understand, you want to know...

If I understood correctly, the question was...

The answer to that would be...

Thank you for raising this point.

I'm glad you asked me that...

If I've understood your question correctly, you want to know...

May I ask you to rephrase your question?

**TRAITER LES INTERRUPTIONS**

Please, let me just finish.

I will come to that (shortly/later...).

Would you mind waiting until (the end of the presentation...)?

If I could just finish what I was going to say...

Can I answer that question at the end of the presentation?

Could we deal with that at the end of the presentation?

**EVITER DE REPONDRE A UNE QUESTION**

Unfortunately, I can't say at the moment.

Perhaps we can discuss that later.

If you don't mind, could we discuss that on another occasion?

Actually, I'd prefer not to discuss that today.

Perhaps we could discuss that after the meeting at greater length.

I'm afraid this point is not on the agenda.

I'm afraid I can't answer that question now. Let me look into it and I'll get back to you.

I'm afraid I don't have all the elements to answer that question.

**ADMETTRE QUE L'ON N'A PAS LA REPONSE**

I'm afraid I'm not in a position to answer that question at the moment.

I'm afraid I don't know the answer to your question, but I'll try to find out for you.

Sorry, that's not my field.

I'm afraid I don't have the answer to hand.

I'm afraid I don't have this information at hand, but...

**INDIQUER LA FIN DE LA PRESENTATION**

In conclusion, I think...

This is the end of my presentation.

That's everything I want to say...

To summarize,...

To sum up, I'd like to say...

That brings me to the end of my presentation.

I've reached the end of my talk.

I'm now approaching/nearing the end of my presentation.  
Well, this brings me to the end of my presentation.  
That covers just about everything I wanted to say about...  
As a final point, I'd like to...  
We have seen... and now, to conclude my presentation...

**REMERCIER**

Thank you for listening to me, and have a very pleasant (afternoon/evening).  
I want to thank you all for being so attentive (patient) with me.  
I want to repeat my thanks to you for coming and listening to me today.  
Thank you for your attention and your time.  
Thank you for being such a participative audience.