Business Presentations
Advanced

Session 8: Closing a Presentation
Learning Objectives

Advanced

In this session, you will:

- Focus on language used during the close of a presentation.
- Practice summarizing, thanking the audience, asking for questions, and providing contact details.
Let’s Get Started
Advanced

First, fill in the gaps with the phrases provided in the text box. Next, read the conclusion aloud, paying attention to the punctuation in order to pause appropriately as well as to add emphasis to key words and phrases.

to begin with       I suggested       before I finish       end of my presentation
remember that       for taking the time      took a look at       let me summarize

And that brings us to the __________. In conclusion, __________ the main points I’ve raised today. __________, we dealt with the ongoing decline in sales over the past few quarters. Next, we __________ some of the possible causes for these difficulties. Finally, __________ some actions we might take to correct the current situation. __________ sales go through cycles, and it’s apparent that we’re moving through a downtrend. However, that doesn’t mean we can’t make a comeback. That wraps things up for today. Thank you all __________ for today’s presentation. __________, do you have any questions?
we discussed I’d be happy to take get in touch with me to quickly summarize
been a pleasure leave you with one last thought reviewed sales projections and that brings me

______ to the end of my presentation on our exciting plans for Top Tree Jewels’ market growth in Asia. To conclude, I’d like ________ what we’ve covered today. To begin with, ________ the recent successful openings of our new luxury jewelry stores in Tokyo and Seoul. Then, we looked at future plans to add stores in Beijing, Bangkok, and Hong Kong. Next, we ________ for each of these markets. Finally, we speculated on how we’ll take our success in Asia to Europe. I’d like to ________ before we move on to questions. It’s clear we’re on a successful path, but we’ll need to take it one step at a time. We need to ensure that our brand remains true to our vision of luxury jewelry for everyone. Well, I think that covers everything. We’re a little short on time, but ________ a few questions. If I don’t get to you, feel free to ________ using the contact details on the screen above. Thank you all for coming. It’s ________ speaking with you today.
Concluding a Presentation
Advanced

Practice concluding a presentation by using the target language provided. Be sure to thank your audience, ask for questions, and provide contact details.

<table>
<thead>
<tr>
<th>Summarizing</th>
<th>Thanking the Audience/Asking for Questions</th>
<th>Giving Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>To conclude, I’d like to summarize the main points.</td>
<td>Thank you all for coming. Before I finish, do you have any questions?</td>
<td>Please feel free to get in touch with me using the contact details displayed.</td>
</tr>
<tr>
<td>In conclusion, I’d like to review the main points of my presentation.</td>
<td>Thanks for coming today. Are there any other questions?</td>
<td>I’d be happy to continue the conversation with you at...</td>
</tr>
<tr>
<td>Let’s quickly review our main points.</td>
<td>Thanks for attending my presentation. Now, I can answer any questions you may have.</td>
<td></td>
</tr>
<tr>
<td>Let me quickly summarize the main points of today’s presentation.</td>
<td>Thank you for being here today. Do you have any questions?</td>
<td></td>
</tr>
</tbody>
</table>
Let's Practice

Advanced

You are presenting on annual sales at your branch of a successful electronics store. Summarize your presentation based on the cues below.

Overview:
• Twenty-two percent sales growth this year
• Largest growth in TV and laptop sales

Outline:
• Review of each quarter’s sales
• Focus on best sellers: TVs and laptops
• Focus on worst sellers: ovens and refrigerators
• Forecast for next year’s sales
Apply It!

Advanced

Think about a presentation you have given or will give. Practice closing that presentation with your coach.