Business Presentations
Intermediate

Session 8: Closing a Presentation
Learning Objectives

Intermediate

In this session, you will:

• Think about the purpose of a conclusion.
• 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

Intermediate

Think back to a particularly impressive presentation that you have attended.

• How did the presenter conclude the presentation?
• Were any images or visual aids used? If yes, how did they reinforce the conclusion?
• How were questions handled?
How do you normally conclude your presentations? Can you think of some ways to finish the following sentences? Some have been done for you.

1. Before I finish,...
   ____________________________

2. Thank you all for coming. Let me...
   ____________________________

3. I’d like to thank you all ...
   ____________________________

4. Thank you all for coming. Let me...
   ...open the floor to questions.
   ____________________________

5. And that brings me...
   ...to the end of my presentation.
   ____________________________

6. To conclude, we ...
   ____________________________

7. Let me quickly summarize ...
   ____________________________

8. Now, I’d like to answer...
   ____________________________

9. In conclusion, I’d like to ....
   ____________________________
Let’s Discuss
Intermediate

Based on your own experience of attending and giving presentations, decide whether the following statements are 'True' or 'False.'

1. The main purpose of the conclusion of a presentation is to allow attendees to ask questions.
2. It’s a good idea to provide details for your main points during the conclusion of your presentation.
3. Since people generally remember the beginnings and endings of presentations, it’s important to provide a short summary of the main points of your presentation.
4. Bullet points summarizing the main points of your presentation can be helpful during the conclusion.
5. “Tell them what they’ve learned” is good advice for the concluding section of presentations.
6. Introduce new topics for future presentations during your conclusion.
First, fill in the blanks with the phrases provided below. 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.

**Vocabulary**

<table>
<thead>
<tr>
<th>to begin with</th>
<th>before we end</th>
<th>I suggested</th>
<th>end of my presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>let me summarize</td>
<td>took a look at</td>
<td></td>
<td>for taking the time</td>
</tr>
</tbody>
</table>

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. That wraps things up for today. Thank you all __________ for today’s presentation. __________, do you have any questions?
Practice concluding a presentation by using the vocabulary below. Be sure to thank your audience, ask for questions, and provide contact details.

**Summarizing**

To conclude, I’d like to summarize the main points.

Let’s quickly review our main points.

**Thanking the Audience/Asking for Questions**

Thank you all for coming. Before I finish, do you have any questions?

Thanks for being here today. Do you have any questions?

**Giving Contact Details**

Please feel free to get in touch with me using the contact details displayed.

I’d be happy to talk about this after the break ...

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**Role-Play: Sportswear Company**

You are giving a presentation for your sportswear company. Your main customers are young adults in Asia. Give a conclusion based on the information below.

**Overview:**

You want to grow your market in Asia

**Outline:**

- You want to increase your customers (aged 18 – 30).
- You want to expand in Tokyo, Japan and Seoul, Korea
- Your marketing theme is: “Fashion Made for Fun”
Apply It!
Intermediate

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