

Giving talks and presentations

■ Introducing the topic **แจ้งหัวข้อที่จะนำเสนอ**

This morning | I'm going to ... (talk about)

Today | I'd like to ... (describe)

The aim of my presentation this morning is to ... (explain)

My talk will be in ... (three parts)

First, | I'd like to ... (give an overview of)

Second | I'll | move on to ...

Then | | focus on ...

After that | we'll | deal with ...

Finally | | consider ...

■ Referring to questions **แจ้งเรื่องการถาม - ตอบ**

Feel free to interrupt me if there's anything you don't understand.

If you don't mind, | we'll leave questions till the end.

■ Introducing each section **การเริ่มพูดแต่ละหัวข้อ**

So. Let's start with ... (objectives)

Now let's move on to ... (the next point)

This leads me to ... (my third points)

การสรุปหัวข้อที่พูดจบแล้ว

■ Summarizing a section

That completes my ... (description of)

So. To summarize ... (there are five key points)

■ Referring backwards and forwards

As I mentioned earlier ... (the importance of)

I'll say more about this later.

We'll come back to this point later.

■ Checking understanding

Is that clear?

Are there any questions?

■ Referring visual information

This transparency/ diagram shows ...

If you look at this graph you can see ...

What is interesting in this slide is ...

I'd like to draw your attention to ... (this chart)

■ Referring to common knowledge

As you know ...

As I'm sure you're aware ...

พูดโยงไปถึง เรื่องที่พูด
แล้ว และจะพูดต่อไป

ถามเพื่อเช็คความเข้าใจของผู้ฟัง

พูดถึงความสนใจของผู้ฟังให้

ไปที่ชาร์ต, กราฟ, แผนผัง ฯลฯ

อ้างถึงสิ่งที่รู้ หรือเห็น

พ้องกันแล้วโดยทั่วไป

■ Concluding **สรุปเมื่อนำเสนอครบทุกหัวข้อแล้ว**

That concludes my talk.

That brings me to the end of my presentation.

If you have any question | I'd be pleased | to answer them.
| I'll do my best |

Thank you for your attention.

■ Dealing with questions **เมื่อถึงเวลาตอบคำถาม**

That's a good point.

I'm glad you asked that question.

Can I get back to you on that later? I'm afraid I don't have ...
(the information at present)

I'm afraid I'm not the right person to answer that.

ประโยคที่มีประโยชน์, จำให้ได้

Useful sentences

ดึงมาใช้ให้เหมาะสม

- This is the subject of my speech
- I'd like to start with
- I'll talk about
- Before I do that, how many of you believe that...
- I can give you one example of this...
- There is one aspect that extremely important for...
- I try to explain to each one of them, how this will be made?
- Certainly, it is very important...
- Let's move on, we talk definition here...
- So, now, we have pretty understanding of...
- I'll go through this in different areas...
- Let's first take a look at ... part
- So, another interesting aspect is ...
- We have... then... after that...
- If we look at... from... point of view, this is...
- As I said earlier...
- It comes to the end of my presentation.
- Thank you very much for your attention.