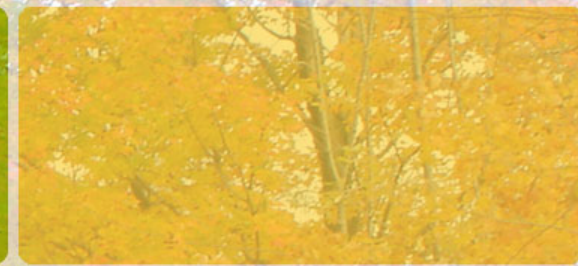


ENDING A PRESENTATION

Le Thi Khanh Hoa, MA



Components of the ending

- **A signal of the End**
- **A Summary**
- **Conclusions**
- **Support Documentation**
- **Closing Remarks**

Components of the ending

- **A signal of the End**
 - *Well, that brings me to the end of my presentation.*
 - *That point has completed my presentation.*
 - *Before I stop/finish, let me just say...*
 - *That covers all I wanted to say today.*

Components of the ending

- **A summary:** review or restate your key points from introduction and main body
 - *So, to summarize/ sum up ...*
 - *As I've explained ...*
 - *At this stage I'd like to go over/ run through ...*
 - *So, as we've seen in this presentation today ...*

Components of the ending

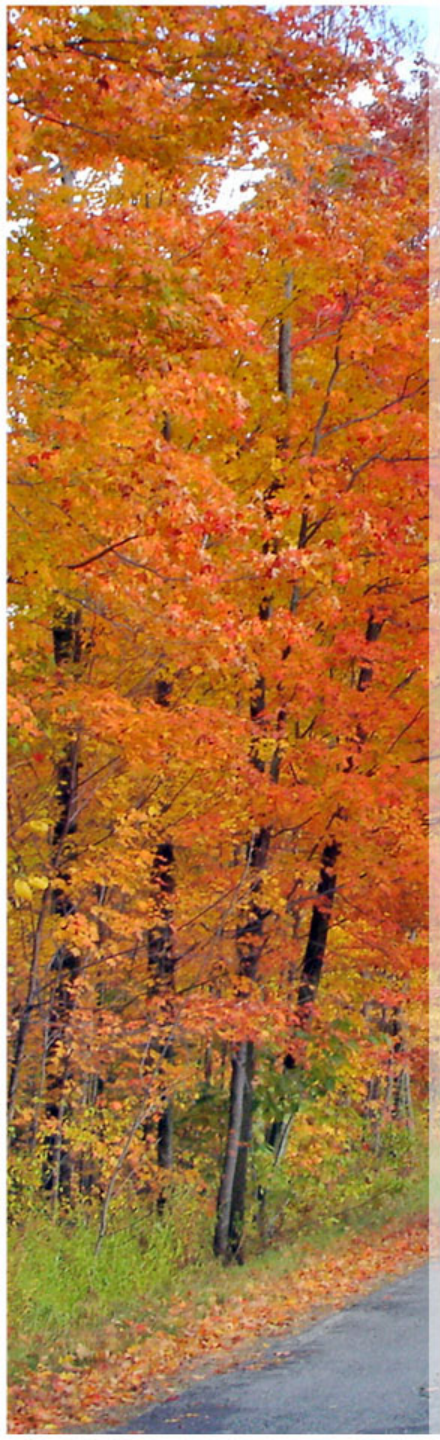
- **Conclusions:**
 - A recommendation or call for action
 - A challenge
 - Plan for further research

Components of the ending

- **Support documentations:** folders, handouts, calculations, or copies of slides.
 - *I've detailed the cost breakdown, which I'll be passing/handing around now.*
 - *In the folder which I'll be distributing you'll find copies of the ...*

Components of the ending

- **Closing remarks**
 - *I'd be happy to answer any questions.*
 - *If you have any questions, I'd be pleased to answer them.*
 - *I would welcome any comments/ suggestions.*
 - *Thank you for your attention.*



Practice

Work in groups:

- ❖ Design slides for the ending of your group's presentation (at most 3 slides).
- ❖ Practice ending the presentation.
Remember to include:
 - The summary of main points.
 - A technique to attract your audience (ask questions, use the white board to illustrate etc.)