

Opening and Closing an Oral Presentation

The text in **bold** is “boilerplate” text that can be used in any presentation. Memorize it. Text in italics is an example of what the presenter could say for Unit 1’s negotiations.

Opening

Good afternoon, ladies and gentlemen. My name is [Kim Mi-a], and my partner’s name is [Lee Hak-su]; we are with [the Ministry of the Interior of the Republic of Mazingira]. Thank you for coming today, in spite of your busy schedules. As you know, during the last few days representatives of [Mazingira’s Ministry of Tourism] and [Holdev International Development Corporation] have been negotiating [the possibility and the details of Holdev’s establishment of a resort on Mazingira]. Today we would like to inform you of the results of the negotiations.

Topic statement

Our negotiations focused on [the general conditions under which Holdev will establish its resort]. We’re pleased to announce that negotiations are proceeding as well as can be expected. We have reached agreement on [improvement of Mazingira’s infrastructure, training of local nationals, and taxes]. Of course, we still have many details to iron out, but we do not expect to encounter many problems in that regard.

Outline

[I] will begin our presentation by providing you with some background information on factors relevant to our negotiations. [Mr. Lee] will follow with a summary of points of the agreement that we reached, and points that require further discussion. After that, [I] will offer our assessment of the agreement and then [I] will present a few recommendations for ensuring finalization and implementation of the agreement in a way that is mutually beneficial to both [Mazingira and Holdev].

Closing

And that, ladies and gentleman, concludes our presentation on the status of negotiations between [the Republic of Mazingira] and [Holdev International Development Corporation]. Thank you very much for your attention. Now, if you have any questions, please don’t hesitate to ask.