

## 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.**