

ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Osaka University - Multilingual Expert Program



ENDING A PRESENTATION ON A POSITIVE NOTE

Make sure you end your presentation confidently and on a positive note by using the key points below.

Recognise that a presentation is not over until it's over.

Too often, people are nervous and once they finish the main part of their presentation they think it's over. It's not. Start to think of a presentation as having three parts: 1) The presentation, 2) the Q&A session and 3) the wrap-up. Let's look at the latter two stages:

Transition to the Q&A session smoothly

Don't thank the audience after your presentation because the Q&A part needs to be done first. Instead, use the transition language below to move smoothly to the Q&A portion.

"And this concludes my presentation, I'm now happy to answer your questions."

Wrap up by restating the main point after Q&A

Once the Question and Answer section is finished, don't walk off right away. Instead, take a brief pause, thank the audience and then restate the main point/conclusion of your presentation. This ensures that the point remains fresh in their minds.

"Thank you very much for your attention and the interesting questions regarding my presentation on a new approach to soil purification."

"Thank you for your time today and I hope my presentation on differences in seeking medical treatment among regional areas was helpful for you."

By moving to the Q&A smoothly, and then thanking the audience and reminding them of your main points/findings, you'll have a more effective and powerful presentation.



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