

— D E S A F I O —

Construa suas
APRESENTAÇÕES
em inglês

DAY

01

Opening

Conquiste a atenção da sua audiência nos primeiros instantes

DAY

02

Transitioning

Faça uma transição poderosa da sua abertura para o tema principal

DAY

03

Delving into the main topics

Apresente os detalhes do seu tema principal de forma estratégica

DAY

04

Concluding

Encerre a sua apresentação de forma impactante garantindo o entendimento

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Business presentation flowchart





TMB – Transitioning Main body

TOPIC SWITCH LISTING KEY POINTS

3. MAIN BODY

SUBTOPIC 1

Open
Explain
Close

SUBTOPIC 2

Open
Explain
Close

SUBTOPIC 3

Open
Explain
Close

SUBTOPIC 4

Open
Explain
Close

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TC – Transitioning to closing

4. CLOSING

DIA 1

Opening:

Fazendo a abertura da sua apresentação

O que fazer:

Cumprimentar, apresentar-se, introduzir o
tópico e mostrar à audiência o que eles
ganham em estar lá.

(What's in it for them?)

Opening:

Greetings

Option 1:

"Good morning/afternoon/evening, everyone.
I hope you're all doing well today."

Option 2:

"Hello and welcome, it's a pleasure to have you here
with us."

Opening:

Personal Introduction

Option 1:

Let me introduce myself. I'm **[Your Name]**, and I have **[X years]** of experience in **[Your Industry/Field]**.

Your Industry/Field

- Production/Operations
- Commercial
- Information Technology
- Financial
- Legal
- Engineering
- Projects
- Education
- New Business/Innovation
- Sales

Option 2:

Let me introduce myself. I'm **[Your Name]**, and I am the **[your position]** here at **[nome of your company]**.

Your position

- Analyst
- Coordinator
- Manager
- Assistant
- Supervisor
- Freelancer/Self-Employed
- Director
- Specialist
- Administrative Assistant
- President / CEO

Opening:

Topic Introduction

"Today, I'm **excited/ thrilled/ eager** to talk to you **about/ to discuss/ to explore/ share/ [Topic]**."

Topic

- Marketing strategies
- Financial trends/ results
- IT developments
- Human resources management
- Sales techniques
- Project management
- Operations coordination
- Customer service best practices
- Expertise as a senior consultant
- Retail management strategies
- Supply chain optimization
- manufacturing processes
- manufacturing automation

Opening:

Gain for the Audience

Option 1:

"By the end of this presentation, you/we'll gain valuable insights into **[topic]**."

"As we draw to a close, you'll have a thorough understanding of..."

"In wrapping up, you will have developed a deeper comprehension of..."

"By the end of our discussion..."

Topic

- the overall profitability of the company.
- IT developments for strategic technological leverage
- financial trends/ results for informed decision-making
- human resources management practices to optimize workforce efficiency
- Marketing strategies to enhance market presence
- advanced sales techniques for increased revenue
- project management methodologies for successful initiatives
- operations coordination to streamline processes
- customer service best practices for enhanced client satisfaction
- retail management approaches for a competitive edge
- supply chain for efficient resource utilization
- logistics and distribution strategies for seamless operations

Opening:

Gain for the Audience

Option 2:

As we conclude,

"I believe you'll leave here today with **[practical strategies]**
that can be immediately applied in your daily work."

Practical strategies

- techniques
- Hands-on approaches
- Effective methods
- Tangible solutions
- Implementable ideas

Opening:

You will have + **VERB** + TOPIC

- **Explored/delved** into IT developments for strategic technological leverage
- **Analysed** financial trends/results for informed decision-making
- **Learned** human resources management practices to optimize workforce efficiency
- **Developed** marketing strategies to enhance market presence
- **Discussed** human resources management practices to optimize workforce efficiency
- **Uncovered/revealed** advanced sales techniques for increased revenue
- **Examined** project management methodologies for successful initiatives
- **Explored** operations coordination to streamline processes
- **Studied** customer service best practices for enhanced client satisfaction

Opening:

You will have + **VERB** + TOPIC

- **Accessed/Tapped** into the expertise of a senior consultant for strategic guidance
- **Strategized** retail management approaches for a competitive edge
- **Optimized** supply chain for efficient resource utilization
- **Discussed** logistics and distribution strategies for seamless operations
- **Exploited/Leveraged** advancements in supply chain technology
- **Enhanced/improved** manufacturing processes through automation
- **Adopted** sustainable practices in the oil and gas industry
- **Identified** profitable opportunities within the oil and gas sector

Opening:

Gain for the Audience

- "By the end of this presentation, you/we'll gain valuable insights into our financial results for informed decision-making.
- "By the end of this presentation, we will have analysed our results for informed decision-making

Question policy

- Feel free to interrupt me at any time.
- I'll be happy to take your answers at the end of my presentation.

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