



# UNIT 5 : TO SUM UP

1500015 - ENGLISH FOR PRESENTATION  
MR. JEMAR LARGO DELA CRUZ



# OBJECTIVES

At the end of this unit, the students will be able to





## **LET'S START WITH WEEK 10 WHERE YOU WILL LEARN THE FOLLOWING**

- **identify statements from different conclusions and meaning**
- **determine the effective conclusions**
- **talk about making conclusions.**



# WHAT HAPPENS NEXT GAME



What is your  
conclusion?



Answer :A

<https://tiny.cc/n8u0rs>





# WHAT HAPPENS NEXT GAME

**WHAT HAPPENS NEXT?**

- A. THE BEES KNOCK OVER THE BOTTLE**
- B. THE BEES PICK IT UP AND FLY AWAY**
- C. THE BEES OPEN THE LID**

What is your  
conclusion?



Answer :C

<https://tiny.cc/n8u0rs>

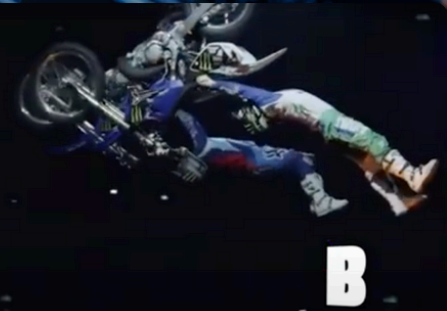


# WHAT HAPPENS NEXT GAME

**WHAT HAPPENS NEXT?**

- A. THEY BACKFLIP**
- B. THEY BACKFLIP WHILE OFF THE BIKES**
- C. THEY SWITCH BIKES MID-AIR**

What is your  
conclusion?



Answer :B

<https://tiny.cc/n8u0rs>



# WHAT HAPPENS NEXT GAME



What is your  
conclusion?



Answer :A

<https://tiny.cc/n8u0rs>



# WHAT HAPPENS NEXT GAME

**WHAT HAPPENS NEXT?**

- A. A SEAL JUMPS UP NEXT TO HER**
- B. A WAVE KNOCKS HER OVER**
- C. A BIRD POOPS ON HER HEAD**

What is your  
conclusion?



Answer :B

<https://tiny.cc/n8u0rs>





# WHAT HAPPENS NEXT GAME



What is your  
conclusion?



Answer :A

<https://r1gy/n8u0rs>



# WHAT HAPPENS NEXT GAME

**WHAT HAPPENS NEXT?**

- A. SHE'S WITH ANOTHER VAMPIRE**
- B. SHE'S WITH A WEREWOLF**
- C. SHE'S WITH A SKELETON**

What is your  
conclusion?

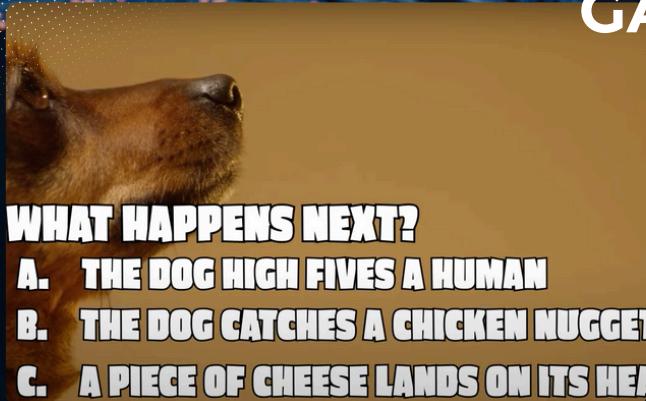


Answer :C

<https://tiny.cc/n8u0rs>



# WHAT HAPPENS NEXT GAME



What is your  
conclusion?



Answer :A

<https://rjgy/n8u0rs>



# VOCABULARY

Look at these final statements from different conclusions. Which ones do you find most effective? Work with a partner to rank them (1 = most effective, 8 = least effective).



□ a Thank you very much for your attention.



□ b In conclusion, I'd like to highlight our company's highly innovative products.



□ c So, to put it in the words of the famous H. Gordon Selfridge, 'The customer is always right.'



□ d Well, I don't know whether this was helpful but I'd like to leave it here.





# VOCABULARY

Look at these final statements from different conclusions. Which ones do you find most effective? Work with a partner to rank them (1 = most effective, 8 = least effective).



☐ e We have all the facts. Let's get to work now!



☐ f The one last thing I'd like to say is: it's your choice.



☐ g So, that's all I have to say. I hope you haven't all fallen asleep!



☐ h To conclude, I want to come back to that story I told you at the start of my presentation and say one word: apple pie!



# LANGUAGE

A strong conclusion is essential for leaving a lasting impression on an audience, and techniques such as using questions, quoting well-known figures, referring back to the beginning, and calling for action can make a presentation more engaging and memorable.



- Ends with a thought-provoking question to engage the audience.
- Example: "If we don't do it, won't somebody else?"
- This technique encourages the audience to think critically and consider taking action.



## Quoting a Well-Known Person

- Uses a famous saying or quote to reinforce the message.
- Example: "To put it in the words of [a famous person]..."
- This adds credibility and makes the conclusion more memorable.



## Referring Back to the Beginning

- Ties the conclusion back to the introduction to create a sense of structure.
- Example: "Remember what I said at the beginning of my talk today?"
- This reinforces the key message and makes the speech feel cohesive.



## Calling the Audience to Action

- Encourages the audience to take action based on the presentation.
- Example: "So now it's your turn."
- This motivates listeners to implement what they've learned.



# SPEAKING

It's your turn now. Follow the checklist to practise making conclusions. Try to use words and phrases from the unit.

## CHECKLIST FOR CONCLUSIONS

- ✓ 1 Signal the end of your talk.
- ✓ 2 Summarize the key points.
- ✓ 3 Highlight one important point.
- ✓ 4 Explain the significance.
- ✓ 5 Make your final statement.



# SPEAKING

## Signal the End of Your Talk:

- "In conclusion..."
- "To wrap things up..."
- "As we come to the end of this presentation..."





# SPEAKING

- **Summarize the Key Points:**
- "To summarize, we have covered..."
- "The key takeaways from today's discussion are..."
- "Let's quickly review the main ideas..."
-



# SPEAKING

- **Highlight One Important Point:**
- "If there's one thing to remember, it's..."
- "The most crucial aspect is..."
- "Above all, keep in mind that..."



# SPEAKING

- **Explain the Significance:**
- "This is important because..."
- "The impact of this is clear..."
- "By applying this, we can..."
-

# SPEAKING



## **Make Your Final Statement:**

- "Let's take action and make a difference!"
- "I leave you with this thought..."
- "Thank you for your time and attention!"





## THAT IS THE END OF WEEK 10 WHERE YOU LEARNED THE FOLLOWING

- **Statements from different conclusions pg.42**
- ***Effective Conclusions pg.45.***
- ***Practice making conclusions page 48***



## LET'S MOVE ON TO WEEK 11 WHERE YOU WILL LEARN THE FOLLOWING

- the four conclusions
- *the strategies on making a good conclusion and construct a conclusion.*



# LISTENING



Which sentences (a-d) come from which presentation? Write the number of the presentation in the box. Then listen again and complete the gaps.

- ☐ a So, do we really want to miss this opportunity to get ahead of our competitors?
- ☐ b I'd just like to finish with something former US president Bill Clinton once said: 'You can put wings on a pig, but you don't make it an eagle'.
- ☐ c So the next step is yours. Set up an appointment with our project manager and our SAP consultant and we can work out the Best Practice solutions that suit your business.
- ☐ d Let me go back to the story I told at the start of my talk. Remember, the sales meeting in Vienna with the disappointed Japanese businessmen? ... So, this just shows you that knowing your entire product range is the key to success.



# READING AND WRITING

**On his website, the American presentations guru Charlie F. Elroy, talks about his strategies for good conclusions.**

**Make a good last impression!**

Don't forget that last impressions are just as important as first impressions.

I personally think the end of your talk is even more important than the beginning because people tend to remember most the last thing that they are told.



# READING AND WRITING

**On his website, the American presentations guru Charlie F. Elroy, talks about his strategies for good conclusions.**

**Make them listen!**

When you move from the main part to the conclusion, use a sentence that signals to the audience that now they really have to sit up and listen!





# READING AND WRITING

**On his website, the American presentations guru Charlie F. Elroy, talks about his strategies for good conclusions.**

**Make a lasting impression!**

Your conclusion is the place to make sure that you have planted the key ideas of your talk in your listeners' minds. Don't miss this opportunity!



# READING AND WRITING

**Here are some of my strategies for effective conclusions:**

## **1. Summarize the main points**

This is the most widely used method but borrrring! However, sometimes you will find it's the best strategy. Just sum up the main points you have covered in the middle section.



# READING AND WRITING

**Here are some of my strategies for effective conclusions:**

## **2.Quote a famous person**

Quote something from a famous person that fits the content of your talk and use it as a final statement. You can find lots of quotations on the internet. If you can't find one, make it up. As long as it fits, no one will ever know.



# READING AND WRITING

**Here are some of my strategies for effective conclusions:**

**3. Ask a provocative question or make a surprising statement**

Ask a question that makes your audience think or provokes new audience—anything to make them think and to make a lasting impression. Or you can just say something unusual, unexpected, or even shocking to help support your key points.



# READING AND WRITING

**Here are some of my strategies for effective conclusions:**

## **4. Use the 'sandwich' technique**

Think of your presentation as a sandwich with two slices of bread (introduction + conclusion) and the content in the middle. The 'sandwich' strategy means that you have a connection between the beginning and the end of your talk. If, for example, you start telling a joke or funny story in the introduction, stop at an exciting moment and move towards the main part. Then finish the story/joke in the conclusion.





# READING AND WRITING

**Here are some of my strategies for effective conclusions:**

## **5.Thank the audience**

Forget about standard phrases such as 'Thank you very much for your attention' or 'Thank you for listening'. After a good presentation, it is the audience who should be thanking you!



# READING AND WRITING

## OVER TO YOU

### WRITE YOUR ANSWER USING THE FOLLOWING QUESTIONS

1. Which tips do you think are the most useful? Which are not useful at all? Why do you think that?
2. Can you think of any other strategies for making good conclusions?
3. How might cultural differences between you and the audience affect the way you end a presentation?
4. Do you remember a conclusion you found particularly effective?
5. What did the presenter do?



# THIS IS THE END OF WEEK OF 11 WHERE YOU LEARNED

- **Listening:** Listen to four conclusions pg. 45
- **Reading/Writing** -*The talk of Charlie F. Elroy. Pg.49*



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## RESOURCES

<https://rb.gy/n8u9rs>  
<https://rb.gy/9opog9>



# THANK YOU

