



Being a Moderator

MODERATOR



Good morning ladies and gentlemen.

Welcome to today's presentation.

In this very special occasion we would like to have
a presentation about

First of all, let me introduce the speakers to you.

On my right is Miss... as the first speaker.

On my left is Miss ... as the second speaker.

And me(your name) as the moderator.

The top of the slide features five circles in a horizontal row. From left to right, the first, third, and fifth circles are solid light purple. The second and fourth circles are white with a light purple outline. The text 'The presentation will be divided into 3 sessions:' is centered horizontally across these circles.

The presentation will be divided into 3 sessions:

1. Presentation
2. Question and Answer
3. Conclusion



1. Presentation

Without any further delay.

Let me call the first speaker Miss ...

The time is yours.

(The first speaker is presenting her topic)

Thank you for your presentation

Then/ To save the time/ and...

Let me call the second speaker Miss ...

The time is yours.

(The second speaker is presenting her topic)



2. Question and Answer

Now let's continue the second question and answer's session.

Please if you would like to give questions, comments, or critics.

Rise your hands, please.

Mention your name and your group.

For this first session, I would like to have 2 audiences/
people/ listeners.

(The audiences/ people/ listeners are giving the questions)

After the first session, let's continue to the second session.

I would like/ I'd like to have 2 audiences/ people/ listeners.

(The audiences/ people/ listeners are giving the questions)



3. Conclusion

Before we close it/ the presentation, I would like to have the summary of this presentation.

The conclusion is....

The conclusions are....

Well ladies and gentlemen, thank you very much for your attention.