# Concluding the Presentation

Answer the questions below to gather the details you will use to conclude your presentation. Add as much space as you need. You can copy your answers from this document directly to the working draft for your Pitch Script.

**1. Announce that you are concluding.**For example, “At this point, I’d like to conclude my talk with . . .” This statement helps the audience focus on your conclusions.

**2. Summarize the main points.**Remind listeners of your ideas. If you are using slides, you should present a slide that lists each of your main points in one short phrase.

**3. Look to the future.**If appropriate, speak briefly about what you think (or hope) will happen next: “If the president accepts our recommendation, you can expect the renovation to begin in late November. After a few hectic weeks, we’ll have the ability to control our environment much more precisely than we can now—and start to reduce our expenses and our carbon footprint.”

**4. Invite questions politely.**You want to invite questions because they help you clarify what you said or communicate information that you did not present in the formal presentation. You want to ask politely to encourage people to speak up.