

# Close your presentation

## Closing statement (Transition from body to closing):

**e.g.** That covers everything, let me summarize...

# A

## Agenda:

**e.g.** Today we covered [point 1], [point 2], and [point 3].

# A

## Action:

**e.g.** It is important that you now prepare for next week's meeting by...

# A

## Ask:

**e.g.** Do you have any questions about anything I covered today?