

LANGUAGE FOR PRESENTATIONS

INTRODUCTION

Greeting the audience

- Good morning/afternoon, ladies and gentlemen,
- Good morning/afternoon, everyone.

Expressing the purpose

- My purpose today is...
- What I want to do today is...
- I'm here today to...

Giving the structure

- This talk is divided into four main parts.
- To start with, I'd like to look at...
- Secondly, I'll be talking about...
- My third point will be about...
- Finally, I'll be looking at...

Giving the timing

- My presentation will take about 20 minutes.
- My talk will last about 20 minutes.

Handling questions

- At the end of my talk, there'll be a chance to ask questions.
- I'll be happy to answer any questions at the end.

TRANSITIONS

- Let's now turn to...
- I now want to go on to...
- This leads me to my next point, which is...
- I'd now like to move on to...
- So far we have looked at... Now I'd like to...

VISUAL AIDS

- As you can see here...
- Here we can see...
- This slide shows...
- If you look at the screen, you'll see...
- This table/diagram/chart/slide shows...
- I'd like you to look at this...
- On the right/left you can see...

OTHER PHRASES

Summarising

- What I'm trying to say is...
- Let me just try and sum that up before we move on...
- So far, I've presented...

Giving examples

- Let me give you an example...
- for instance...
- A good example of this is...

CONCLUSION

Summing up

- Summing up...
- To recap...

Concluding

- Let me end by saying...
- I'd like to finish by emphasising...
- In conclusion I'd like to say...

Closing

- Thank you for your attention.
- Thank you for listening.

Questions

- If you have any questions, I'll be happy to answer them now.

