



USEFUL PHRASES FOR PRESENTATIONS

Introducing the presentation	<p>Good morning. My name is....</p> <p>I'm/we're going to talk about ...</p> <p>My/our topic today is...</p> <p>My/our presentation is concerned with ...</p> <p>We're here today to talk to you about...</p>
Structuring the presentation	<p>I'm/we're going to divide this topic/presentation into ... parts.</p> <p>My/our presentation is divided into...parts.</p> <p>First, we'll look at...Then, we'll deal with...Next, we'll go on to...Finally, we will talk about....</p>
Beginning the presentation	<p>Let's begin/start by ...</p> <p>First of all, I'll talk about...</p> <p>To begin with, I'll look at/talk about...</p>
Starting a new section/changing the speaker	<p>Let's move on now to ...</p> <p>Let's turn now to ...</p> <p>The next issue I'd like to focus on is ...</p> <p>Now I'll move on to...</p> <p>I'd like now to discuss...</p> <p>Let's look now at...</p> <p>My partner will now talk about...</p>
Giving examples	<p>For example,...</p> <p>A good example of this is...</p> <p>As an illustration,...</p> <p>To give you an example,...</p> <p>To illustrate this point...</p>
Summarising and concluding	<p>To sum up ...</p> <p>Right, let's sum up, shall we?</p> <p>Finally, I'll end this presentation with...</p> <p>To conclude, I'd like to show you/tell you...</p> <p>In conclusion ...</p> <p>In short ...</p> <p>Thank you all for listening/for your attention.</p> <p>I/We hope you have enjoyed this presentation</p>
Invitation to discuss / ask questions	<p>I'm/we're happy to answer any questions.</p> <p>Does anyone have any questions or comments?</p> <p>Please feel free to ask questions.</p> <p>Would you like to ask any questions?</p>