

PRESENTATION PHRASES

MAKING A START

Title/Subject

I'd like to talk (to you) today about...

I'm going to		present the recent...
		explain our position on...
		brief you on...
		inform you about...
		describe

The		subject of my		talk
		focus		presentation
		topic		paper (academic)
				speech (usually to public audience)

Purpose/Objective

We are here today to		decide...
		agree...
		learn about...

The purpose of this talk is to		update you on...
This talk is designed to		put you in the picture about...
		give you the background to...

Stating the purpose

In my presentation I'll be proposing/examining...

In my presentation today I'm going to explain/analyze/review/examine...

This morning I'd like to review...

The subject/topic of this presentation is...

My purpose today is to tell you about...

What I'd like to do this morning is present...

What I'm going to explain this afternoon (are/is)...

What I'll be proposing in my presentation (are/is)...

Length

I shall only take (...) minutes of your time.

I plan to be brief.

This should only last (...) minutes.

Outline/Main parts

I've divided my presentation into four parts/sections.

The subject can be looked at under the following headings: ...

We can break this area down into the following fields:

Signposting a presentation

I'll be developing three main points.

First, I'll give you ... Second, ... Lastly, ...

My presentation will include two main parts.

In the first part I'll ... And then I'll ...

I'm going to be developing three main points. First, I'll give you (some background information about...) Then I'll go on to examine ... Lastly, I'll explain ...

My first point will be to define... Then, I'll give you... And finally, I'll ...

First of all... then ... next ... after that... finally ...

To start with... later ... to finish up...

Time for Questions

I'd be glad to answer any questions at the end of my talk.

If you have any questions, please feel free to interrupt.

Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end of my talk.

Signposting the route through a presentation

My next point is...

Now, turning to...

Let me now move on to...

Let's look now at ...

If I could now turn to ...

So that's the general picture for... and now let's look at ...

That completes my overview of... so now I'd like to move on to ...

Ok, We've looked at.../examined... . I am going now to discuss ...

Well, I've given you.../discussed.../pointed out... . Now let me turn to our next point.

Referring to visuals

• *Preparing the audience for a visual*

Now, let's look at the position for...

Now, I'll show you the...

Let's move on now and look at the figures for...

• *Explain what the visual shows*

The chart compares....

The upper part of the slide/graph gives information about...

You can see here the development over the past year.

• *Focusing your audience attention*

You can see the ...

As you can see...

What is interesting/important is...

I'd like to draw your attention to...

Notice/Observe...

It is important/interesting to notice that...



ENDINGS

Signaling the end

That brings me to the end of my presentation.
That completes my presentation.
Before I stop/ finish, let me just say ...
That covers all I wanted to say today.

Summarizing

Let me just run over the key points again.
I'll briefly summarize the main issues.
To sum up ...
Briefly...

Closing

Thank you for your attention.
Thank you for listening.
I hope you will have gained an insight into ...



Concluding the presentation

So, to summarize/to sum up...
At this stage I'd like to go over/run through...
So, as we've seen in this presentation today...
As I've explained...
I'd like to sum up now...
Let's recap, shall we?
Let me summarize briefly what I've said.
Let me remind you, finally, of some of the points I've made.
If I can just sum up the main points,...

Inviting questions

I'd be glad to try and answer any questions.



ANSWERING QUESTIONS

Clarifying a question

If I understand you correctly, you are saying/asking...
I didn't quite catch that.
I'm not sure what you are getting at.

Avoiding giving an answer

Perhaps we could deal with that later.
Can we talk about that on another occasion?
I'm afraid it's not my field.
I don't have the figures with me.
I am sure Mr. (...) could answer that question
That's interesting, but I'd prefer not answer that today.

Checking the questioner is satisfied

Does that answer your question?