

# Language of presentations

## Introductory expressions and vocabulary

### Thank people for coming

*Good morning/afternoon etc.*

*I'd like to take the opportunity to thank you for coming here today/making the effort to be here.*

### Beginning and stating objectives

*Right, let's make a start.*

*Let's begin/I'm going to begin by...*

*I'm here today to...*

*The object/subject of today's meeting/talk is to...*

### Organization

*My presentation/talk is divided into three parts/sections...*

*I'd like to begin by...*

*I have four main points...*

*By way of introduction...*

### Introduce another speaker

*I am going to/I'd like to hand you over/pass you over to Julian who is going to talk you through/present...*

*Annie will be telling you about...*

*Paul is now going to take over...*

### Recap what a previous speaker has said

*Keith has given you an overview of...*

*We have just heard from Keith...*

*As Paul said...*

### Recognising knowledge

*You are certainly aware...*

*As you know...*

*You have probably heard some of this before...*

### Refer to a diagram/figures

*(So) Let's look at/Let's have/take a look at ...*

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

*As you can see ...*

*If you'd like to turn to page 6 of the handout ... I'll...*

*It's worth noting/It's interesting to note that ...*

### **Enumerate points**

*To begin with/First of all/Firstly/Next/afterwards  
Finally/To conclude/In conclusion*

### **Moving to another topic**

*This brings me/us to the key issue ...  
I'd now like to turn to ....  
Now let's look at/consider...  
I'll now move on to my next point which is...  
Before I move on, does anyone have any questions/queries...*

### **Rhetorical questions**

*(So) what can we learn from this?  
How should we interpret these figures/statistics?  
You're probably asking yourselves what this all means.*

### **Setting guidelines for questions**

*I'm happy to answer your questions at the end of my presentation.  
Please feel free to interrupt if you have any questions.  
I'll deal with questions at the end of the talk...  
I'll come back to that at the end if you don't mind.*

### **Summarizing**

*So to recap...  
In conclusion,...  
I'd like to finish/wind up by saying...  
Before I finish I'd finally like to say...*

## **Vocabulary**

### **Verbs**

*Outline/inform/brief/update/clarify/highlight/stress/urge you to do X/handle*

### **Phrasal verbs**

*talk through/run through/hand you over to/turn to/go into/take over/carry on/sum  
up/put forward/wind up/deal with/ focus on*

### **Verbs to describe movements and trends**

*go up/rise/soar/jump/peak  
fluctuate  
go down/fall/drop/tumble/collapse/bottom out  
stay steady/level-flatten/ out*

NB.

*There has been a slight fall in the rate.  
The rate has fallen slightly.*

## **Nouns and phrases**

*give/provide an overview*

*gain/provide an insight into /an understanding of*

*deal with a question/query*

*face a challenge*

*make a suggestion/recommendation*

*figures/numbers/data*

*findings/results/trend*

*graph/bar chart/histogram/pie-chart/table/figures/diagram/flow-chart*

*handout*

## **Collocations**

*Key topic*

*crucial challenge*

*important issue*

*controversial subject*

*difficult question*