

GIVING TALKS AND PRESENTATIONS

1. Introducing the topic

This morning I'm going to talk about one of the greatest achievements of the 20th century

Today I'd like to describe my latest invention

The aim of my presentation this afternoon is to explain how the new system works in practice

I've divided my presentation into three parts

First, I'd like to give you an overview of all the changes that take place in our company

Second, I'll move on to the functions of the new device

Then, I'll focus on the market analysis that was carried out last month

After that I'll deal with the questions of marketability of the new product

Finally, I'll consider the production costs

2. Referring to questions

Feel free to interrupt me if there's anything you don't understand

If you don't mind, we'll leave questions till the end

3. Introducing each section

So, let's start with the objectives that our company has set itself.

Now, let's move on to the next part dealing with our productivity

Let's turn our attention to the job cuts we have to make

This leads me to my third point which is the promotion of the new product

Finally, let's consider the question of buying new premises.

4. Summarizing a section

That completes my description of the new project.

So, to summarize, there are five key points which must be considered.

5. Referring backwards and forwards

I mentioned earlier the importance of taking a decision as soon as possible

I'll say more about this later.

We'll come back to this point later.

6. Checking understanding

Is that clear?

Are there any questions?

7. Referring to visual information

This diagram shows how the system works

If you look at this graph you can see the dramatic drop in sales in August.

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

8. Referring to common knowledge

As you know...

As I'm sure you're aware...

9 Concluding

That concludes my talk.

That brings me to the end of my presentation.

If you have any questions I'd be pleased to answer them now

Thank you for your attention.

10. Dealing with questions

That's a good point.

I'm glad you asked that question.

Can I get back to you on that later? I'm afraid i don't have the information at present

I'm afraid I'm not the right person to answer that.

Chronological order

Secondly, I'd like to consider...

So, just before I finish, let me summarize the main points again.

First,... second..., and finally

Before going on, I'd just like to take a moment to explain...

Right, let's stop there. If you have any questions, I'd be pleased to try to answer them.

I've divided my talk into three main parts.

First I'll talk about..., then I'll mention..., and finally I'll say a little about ...

To conclude, I'd like to deal briefly with...

As I mentioned earlier...

OK, let's move on to the first point.

Okay, that's all I want to say about point A.

So, coming back to my original point you can see that...

Synonyms

Let's move on to the first point by ...

So, let's start by looking at...

If I can just side-track for a moment...

Before going on, I'd just like to mention...

To conclude, I'd like to deal with...

OK, finally I'd like to turn to...

To summarize...

So, to sum up...

OK, I think that covers everything.

Right, let's stop here.