



**ENGLISH FOR UNIVERSITY. COM**

English language preparation and support for international students at university and college

# Presentation Phrasebook

Version 1.1

**Academic English material from *English for University. Com***

# Giving a presentation

This phrasebook presents useful phrases to help you perform the functions listed below:

|   |   |
|---|---|
| Phrases for your introduction                   | <b><i>Greeting your audience</i></b>                    |
|   | <b><i>Introducing yourself</i></b>                      |
|   | <b><i>Giving the topic of your presentation</i></b>     |
|   | <b><i>Justifying the topic of your presentation</i></b> |
|   | <b><i>Giving the outline of your presentation</i></b>   |
| Phrases for the main parts of your presentation | <b><i>Introducing your first main point</i></b>         |
|   | <b><i>Referring to research</i></b>                     |
|   | <b><i>Referring to visual data</i></b>                  |
|   | <b><i>Presenting a point of view</i></b>                |
|   | <b><i>Analysing an argument</i></b>                     |
|   | <b><i>Emphasizing important points</i></b>              |
|   | <b><i>Losing your way</i></b>                           |
|   | <b><i>Moving to another main point</i></b>              |
| <b><i>Making recommendations</i></b>            |   |
| Phrases for your conclusion                     | <b><i>Making conclusions</i></b>                        |
|   | <b><i>Summarising your main points</i></b>              |
|   | <b><i>Finishing your presentation</i></b>               |
| Phrases for managing questions                  | <b><i>Asking for questions</i></b>                      |
|   | <b><i>Answering questions</i></b>                       |
|   | <b><i>Dealing with difficult questions</i></b>          |
|   | <b><i>Asking questions to the presenter</i></b>         |

# Introduction

## **Greeting your audience, introducing yourself and giving the topic of your presentation**

*Good morning. My name's ..... and I'm going to talk about ...*

*Good morning everybody. Thank you for coming to my talk today. My name is ..... and I'm from ...*

*Hello. I'm ..... and welcome to my presentation about ...*

*Hello. My name's ..... and today I'm going to be talking about ...*

*I'd like to start by introducing myself. My name's ... and the topic for my presentation today is ...*

*The theme of my talk is ...*

*My presentation this morning concerns ...*

*This afternoon I would like to talk to you about ...*

*I shall be looking at the following areas: ...*

*What I'd like to do is to discuss ...*

*I intend to discuss ...*

*I hope to consider the main issues around ...*

*This morning I am going to talk about an issue which concerns everyone ...*

*This presentation focuses on the issue of...*

## **Justifying the topic of your presentation**

*There are many concerns regarding ...*

*... has been the subject of much debate recently and this is the topic of my presentation.*

*Recent research has shown that...*

*Did you know.....? This is the reason for my talk today.*

*... and this is the theme for my presentation today.*

*... so the purpose of my presentation today is to inform/discuss/present/analyse ...*

*... is a growing problem in the world. For this reason I intend to focus on the issue of ...*

### **Giving the outline of your presentation**

*Firstly, I'm going to look at ...*

*Secondly, I'll move on to the issue of ...*

*Then I'll move on to examine ...*

*Lastly/Finally, I'll look at / focus on ...*

*I have divided my talk into the following main areas: ...*

*I am going to divide my presentation into two main parts. First I'm going to describe ...*

*and then I'll move on to look at ...*

*And in this part of my presentation I'll be showing you some data/charts/tables ...*

*I'll also try to explain my findings ...*

*In the third part of my presentation I'll put forward some ideas about ...*

*I'll also be offering some recommendations on how we can solve/address/tackle the issues of ...*

*...then I'm going to suggest some possible measures to solve these difficulties.*

*We'll finish off with a question and answer session.*

*My talk will last about ..... minutes and there'll be time at the end for questions.*

*At the end of my talk, which will last about ten minutes, I'll be happy to answer any questions you may have.*

*If you have any questions please do not hesitate to ask.*

*Please just put your hand up if you would like to ask a question.*

*I'd like the presentation to be as interactive as possible, so please chip in as we go along.*

*I've got quite a lot to get through, so I'd appreciate it if you kept your questions until the end of the presentation.*

*I'm happy to let you have any of the slides or information in my presentation if you would like.*

*If you leave your contact details I'll be happy to send you any of the information here.*

## Main Parts

### **Introducing your first main point**

*Now, I'm going to start by ...*

*Now I'd like to focus on ...*

*First we're going to look at ...*

*Let's start with ...*

*The first problem I'd like to focus on is that of ...*

*Turning then to my first point, ...*

*To begin with I'd like to say a few things about...*

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

*OK, so let's start by looking at ....*

*I'd like to take a minute or two to define what exactly we mean by ...*

*I'd like to mention three points here, ...*

### **Referring to research**

*Researchers have identified three key issues here, they are ...*

*Researchers have shown quite conclusively that ...*

*A number of recent studies, notably the ones by ... and ..., have shown that ...*

*A number of studies have shown that ...*

*A study by ... shows that ...*

*Research suggests/indicates that ...*

*According to ...*

*Figures from ... show/suggest/indicate that ...*

*A very interesting study by ... shows that ...*

*The study by ... is on your reading list and I encourage you to take a look at it. Basically, what he found was that ...*

*One of the most interesting studies carried out in this area by ... showed that ...*

### **Referring to visual data**

*If you look at this table you can see that ...*

*The data here shows that ...*

*Please take a handout and pass them on.*

*There are some handouts coming round on ...*

## **Presenting a point of view**

*Those in favour of ... argue that ...*

*Advocates of ... claim that ...*

*Some people claim that ... but others ...*

*Most people/scientists would argue that ...*

*I think it's fair to say that ...*

*Personally, I think there is overwhelming evidence that ...*

*Evidence does seem to show that ...*

## **Analysing an argument**

*Let's take a closer look at the argument put forward by ... His main contention is that ... but he fails to consider ...*

*Even if we accept the point that ... that still leaves the question of ...*

*The argument put forward by ... doesn't explain ...*

*The weakness in this argument is that ...*

*This point of view is very appealing because ...*

## **Emphasizing important points**

*It must be remembered that ...*

*It should be emphasised that ...*

*I would like to draw your attention to this point ...*

### **Losing your way**

*Now, where was I? Oh yes, ...*

*If you'll bear with me for a moment while I just glance at my notes, right, ...*

*Erm, I'll just need a minute to sort out the technology and I'll be with you ...*

### **Moving to another main point**

*OK, so now I'd like to turn to my next point, which is ...*

*Moving on, I'd like to take a look at ....*

*Now I'd like to move on to ...*

*Now let's turn to the issue of ...*

*I'll come back to that issue later...*

*I want to turn now to ...*

*Turning now to ...*

*Moving on now to ...*

*Having looked at ..... let's now think about ...*

*My next point is in regards to ...*

*That brings me to ...*

*My final point is in regard to...*

### **Making recommendations**

*Now I'd like to look at some of the measures that can be taken to alleviate the problems of ...*

*In order to solve these problems, the following action should be considered: ...*

*Firstly, the government should ...*



*The most important thing that should be done to combat the problem of ... is...*

*Other possible solutions would be to ...*

## Conclusion

### **Making conclusions and summarising your main points**

*To conclude my presentation, ...*

*In conclusion, ...*

*To summarise the main points of my presentation ...*

*In view of the evidence I have presented I think it is fair to say that ...*

*After all is said and done I think we can conclude that ...*

*This is clearly a very complex issue but on the strength of the evidence I have seen I would say that .../it seems that ...*

### **Finishing your presentation**

*OK we're coming to the end of the presentation so I'd just like to thank you for listening ...*

*OK. That bring us to the end of my presentation.*

*Thank you for listening.*

*I hope you found it interesting.*

# Questions

## **Asking for questions**

*Would anyone like to ask any questions?*

*I'm ready to take any questions now.*

*If anyone has questions I'll be happy to answer them.*

## **Answering questions**

*Thanks for your question ...*

*Good question. I think ...*

*That's an interesting question! As I see it ...*

*Yes, that's an interesting point ...*

## **Dealing with difficult questions**

*Hmm, that's a good question. I don't have the information to answer that question right now, but I'd be happy to find out and get back to you later.*

*I don't think we have enough time to go into that right now, but I'll be happy to speak to you one-to-one after the presentation if you would like.*

*That's an interesting point, but I do think I have shown that ...*

## **Asking questions to the presenter**

*Excuse me. Can you say a bit more about ...*

*Can you repeat your point about ...*

*Excuse me. I have a question about ...*

*I didn't catch what you said about .... Can you repeat it please?*

*Are you saying that ...?*

*Can you suggest some reading on that topic?*