

Section of presentation	Signpost language
Introducing the topic	<p>The subject/topic of my talk is ...</p> <p>I'm going to talk about ...</p> <p>My topic today is...</p> <p>My talk is concerned with ...</p>
Overview (outline of presentation)	<p>I'm going to divide this talk into four parts.</p> <p>There are a number of points I'd like to make.</p> <p>Basically/ Briefly, I have three things to say.</p> <p>I'd like to begin/start by ...</p> <p>Let's begin/start by ...</p> <p>First of all, I'll...</p> <p>... and then I'll go on to ...</p> <p>Then/ Next ...</p> <p>Finally/ Lastly ...</p>
Finishing a section	<p>That's all I have to say about...</p> <p>We've looked at...</p> <p>So much for...</p>
Starting a new section	<p>Moving on now to ...</p> <p>Turning to...</p> <p>Let's turn now to ...</p> <p>The next issue/topic/area I'd like to focus on ...</p> <p>I'd like to expand/elaborate on ...</p> <p>Now we'll move on to...</p> <p>I'd like now to discuss...</p> <p>Let's look now at...</p>
Analysing a point and giving recommendations	<p>Where does that lead us?</p> <p>Let's consider this in more detail...</p> <p>What does this mean for...?</p> <p>Translated into real terms...</p> <p>Why is this important?</p> <p>The significance of this is...</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>To summarise...</p> <p>Right, let's sum up, shall we?</p> <p>Let's summarise briefly what we've looked at...</p>

	<p>If I can just sum up the main points...</p> <p>Finally, let me remind you of some of the issues we've covered...</p> <p>To conclude...</p> <p>In conclusion ...</p> <p>In short ...</p> <p>So, to remind you of what I've covered in this talk, ...</p> <p>Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that .....</p> <p>I'd like now to recap...</p>
Paraphrasing and clarifying	<p>Simply put...</p> <p>In other words.....</p> <p>So what I'm saying is....</p> <p>To put it more simply....</p> <p>To put it another way....</p>
Invitation to discuss / ask questions	<p>I'm happy to answer any queries/ questions.</p> <p>Does anyone have any questions or comments?</p> <p>Please feel free to ask questions.</p> <p>If you would like me to elaborate on any point, please ask.</p> <p>Would you like to ask any questions?</p> <p>Any questions?</p>

Source: BBC Learning Language

<https://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/expert.shtml>