

GREETINGS

- Good morning/afternoon/evening.
- I'd like, first of all, to thank the organizers of this meeting for inviting me here today.

GETTING ATTENTION

- Can I have your (kind) attention, please?
- So, ladies and gentlemen.

OPENING

- The title of my presentation is ...
- I'd like to talk today about...
- My topic today is ...
- My subject today is ...
- I'm here to present ...

ORGANIZATION

- I have divided my talk into **four** sections.
- I have divided the subject into **four** sections.
- I shall divide my talk **in the following way:**"

- The **first point** I'm going to make concerns...
- My first point concerns...
- The first **point** I'd like to **make** is ...
- The first part of my talk will concern...
- First, I'll tell you about...
- To start with I'll tell you about...
- To begin (with) I'll tell you about...

- My **second point** concerns ...
- The second part will concern ...
- My third point concerns ...
- In the third part I **deal with** the **question** of...

OR

- Next, I'd like to show you...
- After that, I'd like to describe...
- Then, I'll tell you about...
- Finally, I'd like to talk a little about...
- And finally, I shall **raise** briefly the **issue** of ...
- Finally, I shall **address the problem** of ...
- And finally, I want to discuss...
- And to finish (off), I want to discuss...

OPENING THE MAIN SECTION & PROVIDING background

- Let me start by **posing the question** ...
- I'd like to begin by saying that ...
- I'd like to start by **drawing your attention** to ...

MOVING TO A NEW POINT

- So, having looked at (this subject)...
- Okay, ...
- Right (then), ...
- So (then), ...
- Now, ...
- Then, ...
- ...let me now turn to (the issue of)...
- ...I'd like to turn now to the question of ...
- ...let's now turn to ...
- ...let's now take a look at...
- ...let's now move on to take a look at...
- ...if we now look at ...
- ...if we (now) **turn (our attention)** to...
- I'd like to **bring up** the **point** about...
- I'd like to **bring up** the **question** of...
- Now I'd like to talk about...
- Now I'd like to move on to...
- I'd now like to draw your attention to...
- Next I'd like to **concentrate on**...

SUMMARIZING THE MAIN IDEA

- So, ...
- ...we can see then that...
- ...as you can see then...
- ...it seems/appears then that...
- ...what we can see then is that ...
- ...to **sum up** then...

INTERACTING WITH THE AUDIENCE

- Is everyone
- Are you all
- Any questions?
- still
- with me
- following me
- so far?

DEVELOPING A POINT

- I'd like to look at this in a bit more detail.
- Can I develop this point a bit further?
- Let's look at this problem in a bit more detail...

POSTPONING

- I'll be coming back to this point later.
- I'll come to this later...
- Later, I'll come to ...
- Later, I'll be coming back to...

REFERRING BACK

- Can I now go back to the question I posed at the beginning?
- As I said earlier...
- As I mentioned earlier...
- I'd like now to return to the question...

HIGHLIGHTING

- The interesting/significant/important thing about ... is...
- The thing to remember is...
- What you have to remember is ...
- What I find most interesting about ... is...

INDICATORS

- Okay...
- Right...
- Good...
- Now...
- Well ...

CONCLUSION

- So, the main points that have been made are: ...
 - In conclusion I'd like to say...
 - Summing up then...
 - Let me end by saying that...
 - I'd like to finish by saying that...
-
- | | | |
|-----------|-----------------------|----------------------------------|
| • So, ... | • ...in summary... | • ...there are three main... |
| | • ...in conclusion... | • ...this report finds... |
| | • ...to summarize... | • ...our new method... |
| | • ...to conclude... | • ...the module system we use... |
| | • ...to sum up... | |

THANKING THE AUDIENCE

- Thank you.
- I'll finish here/there. Thank you.
- And let me finish there. Thank you.
- Thank you for your attention.

DEALING WITH QUESTIONS

- Right, I'm sure you've all got lots of questions?
- Okay, any questions or comments?
- If you have any questions, I'll try/do my best to answer them.