

## GREETINGS

- Good morning/afternoon/evening.
- First, I'd like 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 ...

## ORGANIZATION

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

- My first point **concerns**...
- The first part of my talk concerns...
- First, I'll tell you about...

- My **second point** concerns ...
- The second part concerns ...
- 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...

## MAIN SECTION

- I'd like to begin by saying that ...
- I'd like to start by **drawing your attention** to ...

## MOVING TO A NEW POINT

- Okay, ...
- Right, ...
- So, ...
- Now, ...
- Then, ...
- ...I'd like to **look at the question** of ...
- ...let's now **turn to** ...
- ...let's now take a look at...
- .....if we (now) **turn (our attention)** to...
- 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?

## EXPLAINING A POINT

- I'd like to look at this in a bit more detail.
- Can I **develop this point**?
- I would like to say something more about this.

## POSTPONING

- I'll be coming back to this point later.
- I'll come to this later...
- Later, I'll come 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 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** are: ...
  - In conclusion I'd like to say...
  - I'd like to finish by saying that...
- 
- So, ...
  - ...in summary...
  - ...in conclusion...
  - ...to summarize...
  - ...there are three main...
  - ...this report finds...

## THANKING

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

## QUESTIONS

- Right, I'm sure you've got questions?
- Okay, any questions or comments?