

## GREETINGS

- Good morning.
- Thank you, Mr. Chairman, and good afternoon, ladies and gentlemen.
- I'd like, first of all, to thank the organizers of this meeting for inviting me here today. It's also a particular pleasure for me to pay my first visit to this beautiful country.

## GETTING ATTENTION

*Sometimes, in informal presentations for example, there may be no Chairperson to introduce you, so you may need to get your audience's attention before you start:*

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

## OPENING REMARKS, PRESENTING THE PURPOSE

- 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 ...
- 
- I shall be...                      • ...talking about...
  - Today we'll be                    • ...looking at...
  - ...                                      • ...dealing with....
- 
- 
- What I'm going to do is...                      • ...describe to you...
  - What I intend to do is...                      • ...tell you about...
  - My aim today is to...                      • ...show you...
- 
- 
- I'd like to ...                      • ...take a look at...
  - What I'd like to do is...                      • ...present...
  - What I want to do is...                      • ...go over...

## PRESENTING OUTLINE, ORGANIZATION OF THE PRESENTATION

*It is important at the beginning to describe the order in which the main points will be made.*

- I have divided my talk into four sections.
- I have divided the subject into four sections.
- I shall divide (up) my talk in the following way.
- I've broken my talk up into four parts.

- 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...
- I'd like firstly to talk about....
- First, I'll tell you about...
- To start with (off), 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 (with), I want to discuss...

## OPENING THE MAIN SECTION & PROVIDING background

- Let me start by posing the question ...
- I'd like to begin by suggesting that ...
- I'd like to start by drawing your attention to ...
- Let me begin by noting that...
  
- For those of you who...
- If any of you...
- ...are not familiar with...
- ...are not acquainted with...
- ...are outsiders to this subject...
  
- As I'm sure...
- ...many of you already know...
- ...you are aware of...

## MOVING TO A NEW POINT

*It is important to "signal" that the new point is being introduced. It gives the audience a few seconds to reflect on the previous point and divides one section from another.*

- 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 look now at the question of...
- ...let's now move on to take a look at...
- ...if we now look at ...
- ...if we (now) turn (our attention) to...
- ...if we (now) move on to...
- ...this then brings us to ...
- ...this then leads u(s) to...
- ...moving on (now) to the question of ...
- ...turning (now ) to ...
- ...can we now turn to...
  
- I'd like to bring up the point about...
- I'd like to bring up the question of...
- I'd like to mention briefly...
- At this point...
- 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...
- The next point I wish to deal with...
- I have a point which I'd like to take up.

### SUMMARIZING THE MAIN IDEA

*It is helpful to recap on key points you made and signal transition to a new topic.*

- So, ...
  - ...we can see then that...
  - ...as you can see then...
  - ...it seems/appears then that...
  - ...what we can see then is that ...
  - ...what I'm saying then is that ...
  - ...to sum up then...
  - ...to tie this up then...
  - ...in a nutshell then...
  - ...in short then...

### INTERACTING WITH THE AUDIENCE

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

### ELABORATING A POINT

*"Elaborating" means that you are going to develop a point in more detail or expand it into a main issue.*

- I'd like to look at this in a bit more detail.
- Can I develop this point a bit further?
- Let me elaborate on this point.
- Let's look at this problem in a bit more detail...
- The first aspect of this problem is...

## **POSTPONING**

*"Postponing" means that you are not going to deal with a particular topic immediately but will return to it later on.*

- I'll be returning to this point later.
- I'll be coming back to this point later.
- As I'll show later...
- I'll come to this later...
- As will be shown later...
- Later, I'll come to ...
- Later, I'll be coming back to...

## **REFERRING BACK**

*Sometimes you may wish to refer back to some important point. The following expressions will provide coherence to your talk.*

- Getting back to the question of...
- Coming back now to the issue which I raised earlier...
- Can I now go back to the question I posed at the beginning?
- As I said earlier...
- As I mentioned earlier...
- As we saw earlier...
- I'd like now to return to the question...
- As you will remember...

## **HIGHLIGHTING**

*"Highlighting" means verbal underlining an important issue. You may also use it if you wish to contrast two points.*

- The interesting thing about ... is...
- The significant thing about ... is...
- The important thing about ... is...
- The thing to remember is...
- What you have to remember is ...
- What we have to realize is ...
- What I find most interesting about ... is...
- Strangely enough...
- Oddly enough...

## INDICATORS

*Indicators prepare the audience for introducing a new point or just provide pauses before continuing.*

- Okay...
- Right...
- Right then...
- Good...
- Now...
- Now then...
- Well now...
- Well then...

## EXPLAINING TERMINOLOGY

- ...occupational hazards ... that is to say... dangers which apply to certain jobs
- ...occupational hazards ... in other words... dangers which apply to certain jobs
- What I mean by ... occupational hazards is... dangers which apply to certain jobs
- ...occupational hazards. To put that another way dangers which apply to certain jobs...

## CONCLUDING

*Conclusion includes the summary of the main points you made throughout your presentation and corresponds to the outline of your talk presented at the beginning of the presentation.*

- So, the main points that have been made are: ...
  - Let me now try to pull the main threads of this argument together.
  - In conclusion I'd like to say...
  - Just before concluding I'd like to say....
  - Summing up then...
  - By way of summary, the main points seem to me to be ...
  - 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 (then)... | • ...our new method...           |
|           | • ...to conclude (then)...  | • ...the module system we use... |
|           | • ...to sum up (then)...    |                                  |

## THANKING THE AUDIENCE

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

## DEALING WITH QUESTIONS

*At the end of the presentation the speaker should initiate the discussion by "encouraging" the audience to ask 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.

*If there are no (more) questions, you may try to give the audience "one more chance":*

- Right then, if there are no further questions, (then) I should like to hand the floor over to our next speaker.

*Questions, or very often, comments addressed to the speaker may serve several purposes:*

*1) Just asking...*

- About what you said concerning...
- I was wondering if I could ask something about...

*2) Asking for clarification:*

- I didn't catch what you said. Did you say that...?
- I was wondering if I understood correctly...

*3) Asking for confirmation of the questioner's own ideas:*

- Wouldn't you agree that...?

*4) Expressing an opinion for or against the topic:*

- It seems to me that...

*5) Showing polite interest in the subject. (NB: Silence may be interpreted as criticism):*

- I thought it was quite interesting how... /what....

*You can make a question less direct, particularly if it is a critical question, by using the following strategies:*

*1) Praise the content:*

- I'd like to complement you on such an interesting talk.
- Thank you for an interesting presentation. Referring to what you said about ...

*2) Claim ignorance:*

- I'm not an expert in this field, but...