

## 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/subject today is ...
- I'm here to present/go over ...
- What I'm going to do is describe to you...
- What I intend to do is to tell you about...
- My aim today is to show you...
- What I want to do is present/take a look at...

## 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/the subject into four sections.
  - I shall divide (up) my talk in the following way.
  - I've broken my talk up into four parts.
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- The first point I'm going to make 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 are not familiar with...
- If any of you are outsiders to this subject...
- As I'm sure many of you already know...

### 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.*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• So, having looked at (this subject)...</li> <li>• Okay, ...</li> <li>• Right (then), ...</li> <li>• So (then), ...</li> <li>• Now, ...</li> </ul> | <ul style="list-style-type: none"> <li>• ...let me now turn to (the issue of)...</li> <li>• ...I'd like to turn now to the question of ...</li> <li>• ...let's now turn to ...</li> <li>• ...let's now take a look at...</li> <li>• ...let's look now at the question of...</li> <li>• ...let's now move on to take a look at...</li> </ul> |
|--|---|

- Then, ...
  - ...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 still with me so far?
- Are you all following me?
- 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 be coming back to...

## **REFERRING BACK**

*Sometimes you may wish to refer back to some important point. The following expressions will provide coherence to you 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/significant/important thing about ... is...
- What you have to remember is ...
- What we have to realize is ...
- What I find most interesting about ... is...

## 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....