

Welcoming your audience	<ul style="list-style-type: none"> • Good morning, ladies and gentlemen. • Good afternoon, everybody.
Introducing your subject	<ul style="list-style-type: none"> • I am going to talk today about... • I'm here to present... • What I'm going to do is describe to you... • What I intend to do is to tell you about...
Outlining your structure	<ul style="list-style-type: none"> • I have divided my talk into four sections. • First, I'll tell you about... • The second part will concern... • In the third part I will deal with the question of... • 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 want to discuss...
Moving to a new point	<ul style="list-style-type: none"> • Okay, let me now turn to... • Right (then), let's now look at... • So, this then brings us to... • Now I'd like to talk about...
Summarizing the main idea	<ul style="list-style-type: none"> • Let's summarize briefly what we've looked at... • Right, let's sum up, shall we? • In conclusion,... • If I can just sum up the main points...
Ordering	<ul style="list-style-type: none"> • Firstly...secondly...thirdly...lastly... • First of all...then...next...after that...finally...
Giving an example	<ul style="list-style-type: none"> • For example,... • As an illustration,... • To illustrate this point... • A good example of this is...
Highlighting	<ul style="list-style-type: none"> • The interesting/significant/important thing about... is ... • What you have to remember is... • What I find most interesting about ... is
Explaining terminology	<ul style="list-style-type: none"> • ...<i>occupational hazards</i>...that is to say/in other words ... <i>dangers which apply to certain jobs</i> • What I mean by ... <i>occupational hazards</i>... is ... <i>dangers which apply to certain jobs</i>
Inviting questions	<ul style="list-style-type: none"> • Are there any questions? • Do you have any questions? • Can I answer any questions?