

LANGUAGE OF PRESENTATIONS

Starting the presentation	<ul style="list-style-type: none"> • <i>Good morning/good afternoon ladies and gentlemen</i> • The topic of my presentation today is ... • What I'm going to talk about today is ...
Why you are giving this presentation	<ul style="list-style-type: none"> • The purpose of this presentation is ... • This is important because ... • My objective is to ...
Stating the main points	<ul style="list-style-type: none"> • The main points I will be talking about are firstly ... secondly... next, finally... we're going to look at ...
Introducing the first point	<ul style="list-style-type: none"> • Let's start/begin with ...
Showing graphics, slides etc.	<ul style="list-style-type: none"> • I'd like to illustrate this by showing you...
Moving on to the next point	<ul style="list-style-type: none"> • Now let's move on to ...
Giving more details	<ul style="list-style-type: none"> • I'd like to expand on this aspect/problem/point • Let me elaborate on that • Would you like me to expand on/elaborate on that?
Changing to a different topic	<ul style="list-style-type: none"> • I'd like to turn to something completely different
Referring to something which is off the topic	<ul style="list-style-type: none"> • I'd like to digress here for a moment and just mention that ...
Referring back to an earlier point	<ul style="list-style-type: none"> • Let me go back to what I said earlier about ...
Summarizing or repeating the main points	<ul style="list-style-type: none"> • I'd like to recap the main points of my presentation - first I covered - then we talked about - finally we looked at • I'd now like to sum up the main points which were:
Conclusion	<ul style="list-style-type: none"> • I'm going to conclude by... saying that... • In conclusion, let me... leave you with this thought/invite you to
Questions	<ul style="list-style-type: none"> • Finally, I'll be happy to answer your questions. • Now I'd like to invite any questions you may have. • Do you have any questions?

Source: <http://www.learn-english-today.com/business-english/presentations-phrases.htm>