

## LANGUAGE OF PRESENTATIONS

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

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