**MINIPRESENTATIONS**

* I would like to familiarize you with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* I would like to tell you something about the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* First, I will give you the details of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* First, I will provide you with the basic facts concerning \_\_\_\_\_\_\_\_\_.
* First, I will describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Then, I will deal with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
* Then, I will discuss the differences between A and B.
* Then, I will give you an overview of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Is everything clear?
* Are there any questions?
* (If not) Thank you for your attention.

**General expressions**

* as I've said earlier – jak jsem již řekl
* generally speaking – obecně řečeno
* in other words – jinými slovy
* to sum it up / to summarize it – abych to shrnul
* to cut a long story short – abych to zkrátil
* to get to the point – abych se dostal k tomu nejpodstatnějšímu
* to answer your question (briefly) – abych na Váš dotaz (stručně) odpověděl
* to put it simply – abych to řekl jednoduše

**Interaction in a pair:**

* Now, I would like to give the floor to Mark.
* Now, over to you Mark.