

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.