**When you want to make your next point, you ‘move on’.**

*Moving on to the next point.*

*I’d like to move on to the next point if there are no further questions*

**When you want to change to a completely different topic, you ‘turn to’.**

*I’d like to turn to something completely different.*

*Let’s turn now to our plans for next year.*

**When you want to give more details about a topic you ‘expand’ or ‘elaborate’.**

*I’d like to expand more on this problem we have had in ...*

*Would you like me to expand a little more on that or have you understood enough?*

*I don’t want to elaborate any more on that as I’m short of time.*

**When you want to talk about something which is off the topic of your presentation, you ‘digress’.**

*I’d like to digress here for a moment and just say a word of thanks to Bob for organizing this meeting.*

*Digressing for a moment, I’d like to say a few words about ...*

**When you want to refer back to an earlier point, you ‘go back’.**

*Going back to something I said earlier, the situation in Chicago is serious.*

*I’d like to go back to something Jenny said in her presentation.*

**To just give the outline of a point, you ’summarize’.**

*If I could just summarize a few points from John’s report.*

*I don’t have a lot of time left so I’m going to summarize the next few points.*

**To repeat the main points of what you have said, you ‘recap’.**

*I’d like to quickly recap the main points of my presentation.*

*Recapping quickly on what was said before lunch,……*

**For your final remarks, you ‘conclude’.**

*I’d like to conclude by leaving you with this thought ……*

*If I may conclude by quoting Karl Marx …….*

**Starting the presentation & welcoming**

*Good morning/afternoon/night and welcome to [name of company/presentation/place].*

*What I’m going to talk about today is …*

*Today I’m going to discuss…*

*The topic of my presentation today is …*

**Introducing yourself**

*My name is … and I study …*

*I’m … I come from … and my field of study is …*

*Let me introduce myself; I’m … and I work at … , where I …*

**Presenting the topic**

*Today, I’ll be talking about/discussing [topic]*

*I’m here to illustrate how…*

*What I’m going to be talking about today is…*

*The purpose of today’s presentation is…*

*My objective is to…*

*In today’s presentation, I’d like to talk to you about/show you/demonstrate…*

**Outlining the content of the presentation**

*In today’s presentation I’m going to cover [three] points:*

*Firstly, I’ll be looking at…*

*Secondly, we’ll consider…*

*Then, I’ll explain how…*

*And finally, I’ll demonstrate how..*

**Introducing the first point**

*So let’s start, shall we?*

*To begin with, …*

*To start with, …*

*First of all, I’ll …*

*Let’s start by [+ verb in -ing form] …*

**Explaining graphs, images or data**

*This graph/image/video/data demonstrates…*

*I’d like to illustrate this by showing you…*

**Concluding a point**

*So, that concludes [name of section]…*

*That’s everything for [name of section]…*

*We’ve now covered [name of section]…*

*I think that just about covers [name of section]…*

**Moving on to the next point**

*Now, let’s move on to…*

*Now that we’ve discussed [previous point], I’d like to move on to/talk about…*

*Next…*

*Let’s look at…*

*I’d like now to discuss…*

**Concluding and summarising the presentation**

*To conclude, …*

*Well, that brings us to the end of the final section. Now, I’d like to summarise by…*

*That concludes my presentation. Now, if I can just summarise the main points…*

*I think we’ve just about seen everything now. Let’s take a look back at what we’ve seen…*

**Inviting questions**

*We’ve got a few minutes for questions.*

*Does anyone have any questions?*

*If anyone has any questions, I’d be happy to answer them.*

*Are there any questions?*

**Thanking your audience and hosts**

*I’d like to say thank you to everyone who has come today.*

*I’d also like to thank [host] for letting us be here today.*

*I hope that the presentation has been interesting/informative, thank you for coming.*

*Finally, I’d like to finish by thanking you all for coming…*

*Thank you for your attention/time.*