**How to give a presentation in English - useful phrases.**

**Using "signpost" phrases to help you structure and control your presentation.**

**Introductions and welcome.**

Good morning, ladies and gentleman. My name's John Jones. I’m head of sales at Acme Services.

I would like to thank you for inviting me here today to talk about

I would like to thank you all for attending this presentation. I plan to be brief.

I shall only take about fifteen minutes of your time.

If you have any questions, I'd be very happy to answer them at the end.

Feel free to interrupt me if you have any questions during my presentation. (Not recommended unless your English level is good.)

**Explaining the purpose of your presentation.**

I'd like to give you a brief presentation about

The subject of my talk is

I'm going to talk about

My topic today is

My talk is concerned with

The purpose of my talk is to

**Giving an overview of the presentation.**

I'm going to divide this talk into four parts.

There are a number of points I'd like to make.

Basically, I have three things to say.

This talk is designed to be a springboard for discussion on the topic of

I'd like to begin by

Let's begin by

First of all, I'll discuss

...and then I'll go on to talk about...

Then / Next,
Secondly, / Thirdly,
Finally, / Lastly,

**Finishing a section.**

That's all I have to say about
So, in this section, we've looked at
Well, I think I've said enough about

**Starting a new section.**

Moving on now to...
Turning now to
Let's turn now to ...
So that brings me now to the topic of
The next area I'd like to focus on next is...
Now, we'll move on to
I'd now like to discuss
Let's now look at

**Analysing a point.**

Where does that lead us?
Let's consider this in more detail
I'd like to elaborate on what I said earlier about...
What does this mean for?
Translated into real terms, this means that
Why is this important?
The significance of this is
On the one hand,
on the other hand,
**Giving examples.**

For example,

A good example of this is

As an illustration, I'd like to mention

To give you an example,

To illustrate this point,

**Referring to photos, graphs or tables.**

If you'd like to look at this graph, you'll see

Take a look at this table. Here, we can see quite clearly that

This chart illustrates

Let me show you a pie-chart that will make everything much clearer.

**Paraphrasing and clarifying.**

Simply put,

In other words,

So what I’m saying is.

To put it more simply,

To put it another way,

**Summarising.**

To sum up,

To summarise,

In short,

Right then, let's sum up, shall we?

Let's summarise briefly what we've looked at

If I can just sum up the main points,

Finally, let me remind you of some of the issues we've covered.

So, to remind you of what I've covered in this talk,

Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that
I'd now like to recap on the points I've mentioned.

*Closing the presentation.*

To conclude,

In conclusion,

Well, that covers all I wanted to say today.

Before I finish let me say just one last thing.

That brings me to the end of my presentation.

It just remains for me to say, thank you very much for coming and I hope you have found this presentation useful.

*Invitation to ask questions.*

Does anyone have any questions or comments?

Please feel free to ask questions.

If you would like me to elaborate on any point I've made today, please ask.

Would you like to ask any questions?

Any questions?

*Checking comprehension.*

Does that answer your question?

Is that clear?

May we go on then to the next question?

I hope I've made that clear.

So what you're saying is,

is that right?

It seems I don't have time to answer any more of your questions now. But please feel free to come and talk to me later on today.

*Good luck with your presentation.*