

Useful Phrases in English Presentation

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