

Useful phrases for effective presentation

Introduction	
Introducing yourself	Greet an audience, say your name, position, place of work
Introducing your speech: title / subject	<p>I am going to speak about</p> <p>My topic / my subject is</p> <p>The subject of my speech is</p> <p>I'd like to speak about.....</p> <p>I'm going to present the recent/ explain our position on.../ inform you about..... describe</p> <p>The focus of my presentation/ academic paper is</p>
Purpose/objective	<p>We are here today to decide/agree/ learn about</p> <p>The purpose of my presentation is to show/ take a look at/ report on/ outline/ give an overview/ discuss/review.....</p> <p>This talk is designed to act as a springboard for discussion/start the ball rolling</p>
Length	<p>I shall take (...) minutes of your time.</p> <p>I plan to be brief.</p> <p>This should last (...) minutes/</p>
Outline/main parts	<p>I've divided my presentation into (4, 5,...) parts/sections. They are.....</p> <p>The subject of my presentation can be looked under the following headings. They are</p> <p>We can break this area into the following fields. Firstly /first of all Secondly/then next. Thirdly/ and then we come to Finally/lastly.....</p>
Questions	<p>I'd be glad to answer any questions at the end of my talk.</p> <p>If you have any questions, please feel free to interrupt.</p> <p>Please interrupt if there's something, which needs clarifying.</p> <p>Otherwise, there will be some time for discussion at the end.</p>
Main part	
Sequencing Ordering points Transition/ changing topic	<p>First/next/then/after that</p> <p>Let's turn to...</p> <p>The/next point is ... the next thing is ... After all,.. Finally...</p> <p>Now let's look at/ move on / turn to</p>
Referring to an earlier point/departing from your plan/digressing	<p>Going back to...</p> <p>By the way,....</p>
Giving examples/introducing and commenting on visuals (graphs, charts, diagrams, tables, pictures,	<p>For example/for instance/such as/one example of this is/</p> <p>Let's look at../take a look at../have a look at...</p> <p>I'd like you to look at If you take a closer look at..., you'll notice...</p> <p>I'd like to focus your attention on ... I'd like to draw your attention to</p>

handouts)	I'd like you to look at ...in more details/ in the picture we can see.../ as you can see from the picture... The picture/ table shows/presents...
Introducing and commenting on graphs, charts, diagrams, tables, pictures, handouts	The graph/ chart shows/presents /There is (was) / we can see a slight drop in/a further decline in/a marked fall in/a leveling off in/a substantial rise in/a significant reduction in/an exponential increase in ... (noticeable, marked, perceptible, large, small, gradual, dramatic, rapid, negligible) This is a result of.../this is because of.../ this is largely due to.../...contributed to this. As a result, we will have.../It could lead to .../It may result in.../.... will be a direct result.
Conclusion	
Summary	Let me just run over the key points again. I'll briefly summarize the main issues. To sum up... Briefly... In brief... In short...
Conclusion or recommendations (if appropriate)	So, / In conclusion, .../We've seen that... As you can see, there are some very good reasons for... I'd like to leave you with the following thought/idea ... So, I would suggest that we... I'd like to propose (<i>more formal</i>)/In my opinion, the only way forward is...
Signal to end	That brings me to the end of my presentation. That completes my presentation. Before I stop/finish, let me just say... That covers all I wanted to say today.
Questions	
An invitation for questions/ To make comments, or start a discussion	I'd be glad to try and answer any questions. So, I'd now be glad to answer any questions. So, let's throw it open to questions. Any questions? I'd like to suggest we start the discussion now.
Check you have understood the question	(<i>rephrase or clarify</i>) Do you mean? Could you repeat the question?
Classify the question and reply	I think that the question is easy/difficult to answer. The question is irrelevant/ hostile to some extent.
Checking the questioner is satisfied	Does that answer your question? Is that clear? May we go on?
Close	
	Thank you for your attention. Thank you for listening. I hope you have gained an insight into...