



Phrasebank

Presentations

Part of Presentation	Useful Phrases
Introducing the topic	<p>The subject/topic of my class is ...</p> <p>I'm going to talk about ...</p> <p>My topic today is...</p> <p>My talk is concerned with ...</p>
Overview	<p>I'm going to divide this presentation into four parts.</p> <p>There are a number of points I'd like to make.</p> <p>Basically/ Briefly, I have three things to say.</p> <p>I'd like to begin / start by ...</p> <p>First of all, I'll...</p> <p>... and then I'll go on to ...</p> <p>Then/ Next ...</p> <p>Finally/ Lastly ...</p>
Finishing a section	<p>That's all I have to say about...</p> <p>We've looked at...</p>
Starting a new section	<p>Moving on to ...</p> <p>Let's now turn to ...</p> <p>The next issue/topic/area I'd like to focus on ...</p> <p>Now we'll move on to...</p> <p>I'd like now to discuss...</p>
Digressing / returning	<p>Perhaps I should explain a little more before we continue.</p> <p>Before I continue, I'd just like to digress for a moment.</p> <p>So going back to what I was saying earlier...</p> <p>Returning now to the topic / issue of...</p> <p>As I mentioned before...</p>



Giving examples

For example...

A good example of this is...

To give you an example...

To illustrate this point...

Summarising and concluding

To sum up ...

To summarise...

Let's summarise briefly what we've looked at...

To conclude...

In conclusion ...

In short ...

I'd like now to recap...

Paraphrasing and clarifying

Simply put...

In other words...

So what I'm saying is...

To put it another way...

Invitation to discuss / ask
questions

I'm happy to answer any queries / questions.

Does anyone have any questions or comments?

Please feel free to ask questions.

Any questions?
