

Useful English phrases typically used when delivering a presentation

Greeting

| | |
|---|--|
| Good morning, ladies and gentlemen/everyone ... | <ul style="list-style-type: none">• thank you for this opportunity/invitation ...• I am here today to address you on behalf of ...• I speak in my capacity as ...• I appreciate your being here ... |
|---|--|

Opening phrases

| | |
|---|--|
| <ul style="list-style-type: none">• In my presentation today,• In this presentation,• For the next 20 minutes,• In my talk this morning,• Today the information that ...• To begin with today, | <ul style="list-style-type: none">• I'll be describing/explaining/addressing...• I'm going to focus on/look at/discuss ...• I'd like to give you ...• I'll talk about ...• I'm going to share/present/introduce/review ...• I have chosen to ...• We can start by looking at ... |
| <ul style="list-style-type: none">• I'm going to ... XXX. I have divided my presentation into ... XXX. In the first part, I'll talk about ... XXX. Then I'll look at ... XXX and in the final part, I'll focus on ... XXX.• In my presentation today, I'm going to talk about ... XXX. I'll start by looking at ... XXX. Next, I'll focus on ... XXX and to finish off, I'll consider ... XXX.• I'll begin with an overview of ... XXX. Then I'll move on to ... XXX. After that I'll deal with ... XXX and finally conclude with ... XXX.• ... What I hope you will find interesting is ... XXX.• I am not going to cover ... XXX.• I have prepared a hand-out/ you can consult our website ...• You need not take notes as the presentation will be available on/at... | |

Concluding

- I'm about to wrap up ...
- This concludes my presentation...
- That brings me to the end of my presentation.
- Just to recap/summarise ...
- My allotted time is up, so I'll conclude by saying ...
- That brings me to the end of my presentation,
- To conclude/In short/To summarise,
- If you would like more information on this, ...
- Thank you very much for coming.
- I appreciate your attending/attention.
- Are there any questions?
- I'd be interested to hear your views, so if you have any questions we can open the floor now.

More phrases to use in the body of your presentation

| Emphasising | Giving examples/explanations | Qualifying |
|--|---|---|
| <ul style="list-style-type: none"> • I must emphasize that ... • I draw your attention to ... • What I want to highlight is ... • I need to stress that ... • The main argument in favour of/against this is ... • What is particularly important is ... • This is worth remembering ... • Perhaps you are not aware that ... • One of the main advantages is ... • What I would like you to notice here is ... | <ul style="list-style-type: none"> • For example/for instance ... • Due to the fact that .../owing to the fact that ... • This is very similar to ... • What I am (not) suggesting ... • | <ul style="list-style-type: none"> • In general this is true ... • With some exceptions, we can see that ... • For the most part people are inclined to think that ... • Having said that ... • Nevertheless ... • In reality/In fact ... |
| Transitions (moving from one point to the next) | Referring to visual material | Referencing back/forward |
| <ul style="list-style-type: none"> • My next point is ... • Ok, so where do we go from here? • Before I give you more detail, let's consider ... • Let's stop and see what we have covered so far ... • Could you please turn to page 5 of the hand-out? • Before moving on, I'd like you to ... • In the next section of my presentation, I'll show you ... • Let me move on to the matter of ... • This brings me to my next point ... • Okay, we're now going to take a look at ... • The next part of my presentation ... • I'm afraid that I don't have time to go into more detail ... | <ul style="list-style-type: none"> • Here you can see that ... • I have included this diagram because ... • For the sake of simplicity, I have only included ... • This should give you an idea of ... • The graph is rather complex but I want you to note this ... • Plateau, peak, rise/fall, rocket/plummet/ level off, dramatic/gradual rise/fall, marginal increase/decrease • On the left/right over here is ... • Here you can see ... • Notice that it has ... • As you can see ... • I'd like to show you ... • This table provides an interesting summary/overview ... • As the data indicate (PLURAL!) | <ul style="list-style-type: none"> • I'll cover/explain this aspect in a minute ... • As you will see later ... • As I said before ... • To return to my earlier point ... • If we go back to this slide ... |

References

Bell, D. (2008) *Passport to academic presentations*. Reading: Garnet Publishing Ltd. UK.

Jay, R and A. Jay (2004) 3rd edition *Effective Presentations – how to create and deliver a winning presentation* Edinburgh: Pearson Prentice Hall

Van Emden, J & Becker, L (2010) 2nd edition *Presentation Skills for Students*. New York: Palgrave ManMillan

Wallwork, A (2010) *English for Presentations at International conferences*. Springer New York.

Wright, A. (1993) *Suggestions for Presenters of Talks and Workshops*: England International Association of Teachers of English as a Foreign Language.