

## Making a presentation: language and phrases

(from:

<https://speakSpeak.com/resources/general-english-vocabulary/presentation-language-phrases>)

### **1. Welcoming**

- *Good morning and welcome to ...*
- *Thank you all very much for coming today.*

### **2. Introducing yourself**

- *Let me introduce myself, my name is ... and I am ...*

### **3. Introducing your presentation**

- *Introducing the general topic: In the past, traveling to Space, terraforming Mars used to belong to Science-fiction books. And yet, nowadays, billionaires such as Elon Musk or Jeff Bezos are investing more and more money to achieve this goal.*
- *Introducing today's presentation: In this presentation 'I'd like to focus on the role of women in the history of Space conquest/ on a significant aspect which is not often discussed but is really important, that is to say, Space pollution...*

You should also outline your presentation to give the audience a clear overview of what they can expect:

- *In today's presentation I'd like to cover three points:*
  - *firstly, ... , secondly ... , and finally ... .*

### **4. Explaining that there will be time for questions at the end**

- *If you have any questions you'd like to ask, please leave them until the end, when I'll be happy to answer them.*

Here are some more phrases to help you make a great and professional presentation in English, from starting to concluding and summarising.

### **5. Starting the presentation**

- *To begin with ... .*
  - *To start with ... .*
  - *Let's start/begin by looking at ... .*
  - *I'd like to start by looking at ... .*
  - *Let's start with / start by looking at ... .*

## **6. Closing a section of the presentation**

- *So, that concludes [title of the section] ... .*
- *So, that's an overview of ... .*
- *I think that just about covers ... .*

## **7. Beginning a new section of the presentation**

- *Now let's move on to ... .*
- *Now let's take a look at ... .*
- *Now I'd like to move on to ... .*
- *Next I'd like to take a look at ... .*
- *Moving on to the next part, I'd like to ... .*
- *Moving on to the next section, let's take a look at ... .*

## **8. Concluding and summarising the presentation**

- *Well, that brings us to the end of the final section. Now, I'd like to summarise by ... .*
  - *That brings us to the end of the final section. Now, if I can just summarise the main points again.*
  - *That concludes my presentation. Now, if I can just summarise the main points.*
  - *That's an overview of ... . Now, just to summarise, let's quickly look at the main points again.*

## **9. Finishing and thanking**

- *Thank you for your attention.*
  - *That brings the presentation to an end.*
  - *That brings us to the end of my presentation.*
  - *Finally, I'd like to finish by thanking you (all) for your attention.*
  - *Finally, I'd like to end by thanking you (all) for coming today.*
  - *I'd like to thank you (all) for your attention and interest.*

## **10. Inviting questions**

- *If anyone has any questions, I'll be pleased to answer them.*
  - *If anyone has any questions, I'll do my best to answer them.*
  - *If anyone has any questions, please feel free to ask them now.*
  - *If anyone has any questions, please feel free to ask them and I'll do my best to answer.*