Starting the presentation & welcoming

• Good morning/afternoon/night and welcome to [name of company/presentation/place].

• What I'm (we're) going to talk about today is …

• Today I'm (we're) going to discuss…

• The topic of our presentation today is …

Introducing yourself

• My name is [name] and I am from [company], where I'm responsible for..

• I'm [name]. I'm a [job position] at [company].

• Let me introduce myself; I'm [name] and I work at [company], where I work in [name of the department].

Introducing group members

• I'd like to introduce the members of our group…[names]
• In our group, we have …[names]
• We will be discussing …[topic]

Handing over to group members

• Now [name] is going to tell you about …[topic]
• Thanks,… [name]. I will be discussing/telling you about/ looking at …[topic]

Presenting the topic

• Today, I'll (we'll) be talking about/discussing [topic]

• I'm (We're) here to illustrate how…

• What I'm (we're) going to be talking about today is…

• The purpose of today's presentation is…

• My(Our) objective is to…

• In today's presentation, I'd (we'd) like to talk to you about/show you/demonstrate…

Outlining the content of the presentation

• In today's presentation I'm (we're) going to cover [three] points:

• Firstly, I'll (we'll) be looking at…

• Secondly, we'll consider…

• Then, I'll (we'll) explain how…

• And finally, I'll (we'll) demonstrate how..

Introducing the first point

• So let's start, shall we?

• To begin with, …

• To start with, …

• First of all, I'll …

• Let's start by [+ verb in -ing form] …

Explaining graphs, images or data

• This graph/image/video/data demonstrates…

• I'd like to illustrate this by showing you…

Concluding a point

So, that concludes [name of section]…

That's everything for [name of section]…

We've now covered [name of section]…

I think that just about covers [name of section]…

Moving on to the next point

Now, let's move on to…

Now that we've discussed [previous point], I'd like to move on to/talk about…

Next…

Let's look at…

I'd like now to discuss…

Concluding and summarising the presentation

• To conclude, …

• In conclusion, …

• Well, that brings us to the end of the final section. Now, I'd like to summarise by…

• That concludes my presentation. Now, if I can just summarise the main points…

• I think we've just about seen everything now. Let's take a look back at what we've seen…

Inviting questions

• We've got a few minutes for questions.

• Does anyone have any questions?

• If anyone has any questions, I'd be happy to answer them.

• Are there any questions?

Thanking your audience and hosts

• I'd like to say thank you to everyone who has come today.

• I'd also like to thank [host] for letting us be here today.

• I hope that the presentation has been interesting/informative, thank you for coming.

• Finally, I'd like to finish by thanking you all for coming…

• Thank you for your attention/time.

• I hope to see you all soon