

USEFUL LANGUAGE FOR PRESENTATIONS

The Introduction

I plan to say a few words about...
I'm going to talk about...
The subject of my talk is...
The theme of my presentation is...
I'd like to give you an overview of...

Structure

I've divided my talk into three parts.
My talk will be in three parts.
I'm going to divide...
First,
Second,
Third,
In the first part,
In the second part,
Then in the third part,
Finally,

Length

My talk will take about ten minutes.
The presentation will take about ten minutes.

Policy on questions/discussion

Please interrupt if you have any questions.
After my talk, there'll be time for discussion and any questions.

Beginning the Main Body

Now let's move to the first part of my talk, which is about...
So, first...
To begin with...

Listening

There are three things to consider. First...Second...Third
We can see four advantages and two disadvantages...

Referring to visuals

If you look at the chart, you will see ...
As you can see on this slide ...
Let's look at the figures ...

Linking/Ending parts within the main body

That completes/concludes...
That's all I want to say for now on...

Timing/Signposting

Before concluding, I'd like to show you ...
I've nearly finished, but before I'd like to ...
So, now we have seen one aspect, let's turn our attention to, ...

Beginning the next part

Now let's move to (the next part which is) ...
So now we come to ...
Now I want to describe ...

The end of the presentation

Okay, that ends the third part of my talk.
That's all I want to say for now on ...
I'd like to end by emphasizing the main points
I'd like to end with

- ...a summary of the main points.
- ...some observations based on what I've said.
- ...some conclusions/recommendations.
- ...a brief conclusion.

Concluding

There are two conclusions/recommendations.
What we need is ...
I think we have to ...
I think we have seen that we should ...

Inviting questions

That includes the formal part of my talk.
Thanks for listening.
Now I'd like to invite your comments.
So now I'd be very interested to hear your comments.

Handling Questions

Understood, but difficult or impossible to answer:

That's a difficult question to answer in a few words.
It could be that ...
In my experience ...
I would say ...
I don't think I'm the right person to answer that. Perhaps (xxx) can help.
I don't have much experience in that field.

Understood but irrelevant or impossible to answer in the time available:

I'm afraid that's outside the scope of my talk this session. If I were you, I'd discuss that with ...

Not understood

Sorry, I'm not sure I've understood. Could you repeat?

Are you asking if...

Do you mean...

I didn't catch the last part of your question.

If I have understood you correctly, you mean...? Is that right?

Checking that your answer is sufficient

Does that answer your question?

Is that okay?