

BUSINESS ENGLISH
PRESENTATIONS
Useful Phrases

Part of the presentation	Phrases
Starting the presentation	<ul style="list-style-type: none"> ▪ Good morning / good afternoon ladies and gentlemen ▪ The topic of my presentation today is... ▪ What I'm going to talk about is... ▪ First of all, I'd like to thank you all for coming here today. ▪ My name is XX and I am the (your position) at (your company). ▪ On behalf of myself and Focus Advertising, I'd like to welcome you. My name is XX. ▪ Let me introduce myself. My name is XX and I'm a specialist in ... ▪ Hello, everyone. Nice to see you again. ▪ Hi, I'm XX. Good to see you all.
Why you are giving this presentation and giving the background information	<ul style="list-style-type: none"> ▪ The purpose of this presentation is... ▪ My objective / aim is to ... ▪ My subject today is ... ▪ I'm going to talk about / examine / give you some facts and figures / fill you in on the history of / concentrate on / limit myself to the question of... ▪ This morning, I'd like to outline the campaign concept we'd developed for you. ▪ I'm going to tell you about the ideas we've come up with for the ad campaign. ▪ By the end of my presentation, you will have a clear idea of... ▪ By the end of my talk, you will understand how / why... ▪ Let's start with the background. ▪ I'll give you the background and talk you through the results of the market study.
Inviting questions	<ul style="list-style-type: none"> ▪ If you have any questions, please don't hesitate to ask / to interrupt me. ▪ I'll be glad to answer any questions. ▪ If you are not clear about anything, go ahead and ask any questions you want. ▪ Please feel free to interrupt me with any questions you may have during the presentation. ▪ I'd like to ask you to keep any questions you may have for the end of the presentation. ▪ There will be time for questions at the end of the presentation. ▪ I'd be grateful if you could ask your questions after the presentation.

Stating the main points (plan)	<ul style="list-style-type: none"> ▪ The main points I will be talking about are: firstly ..., secondly ..., next ..., finally... ▪ There are three parts to my presentation. ▪ I'm going to divide my talk / presentation into four parts. ▪ Firstly I'll give you...; after that...; finally.... ▪ My presentation is divided into three main sections. ▪ I'd briefly like to take you through today's presentation. First, we're going to.... After that, we'll be talking about.... Finally, I'll outline what ...
Introducing the first point	<ul style="list-style-type: none"> ▪ Let's start / begin with... ▪ I'd like to begin by outlining our present situation. As you know... / You may not know that... / As you are aware ...
Moving on to the next point	<ul style="list-style-type: none"> ▪ Now let's move on to... ▪ I'd now like to move on to... ▪ I'd like to turn to... ▪ That's all I have to say about... Now I'd like to look at... ▪ This leads me to my next point... ▪ Let's take a look at some of the implications of this. ▪ Taking into consideration what we have said about X, we can see that Y ... ▪ We have to keep in mind that... when we consider...
Giving more details	<ul style="list-style-type: none"> ▪ I'd like to expand on this aspect / problem / point. ▪ Let me elaborate on that. ▪ Would you like me to expand on / elaborate on that?
Introducing new information	<ul style="list-style-type: none"> ▪ Here's some basic information. ▪ Let me add a few figures. ▪ Let's have a look at some statistics.
Changing to a different topic	<ul style="list-style-type: none"> ▪ I'd like to turn to something completely different. ▪ Right, let's now move on to... ▪ Ok, I'll now look at...
Referring back to an earlier point	<ul style="list-style-type: none"> ▪ Let me go back to what I said earlier about ... ▪ As I said at the beginning... ▪ As you remember, we are concerned with... ▪ This relates directly to the question I put to you before...
Mentioning problems	<ul style="list-style-type: none"> ▪ Obviously, this has led us to some problems with... ▪ Unfortunately, this means that... ▪ As a result of X, we are having problems with Y... ▪ This also causes ...
Listing options and proposing a solution	<ul style="list-style-type: none"> ▪ There are a number of alternatives in this case. We can... ▪ If we had..., we would... ▪ I think we can clearly see that we can either or ... ▪ The solution to this problem is.... ▪ I suggest we... ▪ Based on the answer is to... ▪ If we keep in mind that, X is the best solution to our problem.

Using visual aids	<ul style="list-style-type: none"> ▪ I'd like to illustrate this by showing you... ▪ As you can see from this graph representing... ▪ This graph shows you... ▪ This chart illustrates the figures... ▪ This graph gives you a break down of... ▪ Take a look at this... ▪ If you look at this, you will see...
Summarizing or repeating the main points	<ul style="list-style-type: none"> ▪ I'd like to summarise the main points of my presentation. First I covered.... then we talked about.... finally we looked at.. ▪ I'd now like to sum up the main points which were: ▪ This brings me to the end of my presentation. I've talked about... ▪ So, that was our marketing strategy. In brief, we... ▪ To summarise, I... ▪ We've discussed many points today. Let me quickly summarise the principal points: ▪ I'd like to quickly go over the main points of today's topic. ▪ Before we end, let me briefly summarise what we have discussed here today.
Conclusion	<ul style="list-style-type: none"> ▪ I'm going to conclude by saying that... / inviting you to ... ▪ In conclusion, let me invite you... ▪ To conclude, I want to tell you about our future plans. ▪ Finally, a few words about our new project.
Finishing presentation and inviting questions	<ul style="list-style-type: none"> ▪ Well that is all I have to say. Thank you for listening. ▪ Thank you all very much for taking the time to listen to this presentation. Now, if you have any questions, I'd be happy to answer them. ▪ I'd like to thank you all for coming in today. Do you have any questions? ▪ Finally, I'll be happy to answer your questions. ▪ Now, I'd like to invite any questions you may have.
Handling questions	<ul style="list-style-type: none"> ▪ Does this answer your question? ▪ I hope this explains the situation more clearly. ▪ I hope this was what you wanted to hear. ▪ This is an interesting question. I don't know off the top of my head, but try to get back to you later with an answer. ▪ I'm afraid I'm unable to answer that at the moment. Perhaps I can get back to you later. ▪ Good question! I really don't know. What do you think? ▪ That's a very good question. However, we don't have any figures on that, so I can't give you an accurate answer. ▪ Unfortunately, I'm not the best person to answer that.
If things go wrong	<ul style="list-style-type: none"> ▪ Let me just say that in another way. ▪ Perhaps I can rephrase that. ▪ Put another way, this means... ▪ What I mean to say is...

