



*Review Expressions
for Presentations*

1 –Language focus –
Introducing yourself
and your talk



1. Greeting, name, position

- *Good morning. My name's..... I am the new Computer Lecturer.*
- *Ladies and gentlemen. It's an honour to have the opportunity to address such a distinguished audience.*
- *Good morning. Let me start by saying just a few words about my own background. I started out in.....*
- *Welcome to Standard Electronics. I know I've met some of you, but just for the benefit of those I haven't, my name is.....*

2. Title/ subject

- *I'd like to talk (to you) today about.....*
- *I'm going to present the recent experiment*
.....
 - *explain our position on.....*
 - *brief you on.....*
 - *inform you about.....*
 - *describe.....*
- *The subject of my talk is.....*
 - focus presentation*
 - is.....*
 - topic paper is.....*
 - speech is*



3. Purpose/ Objective


- ▶ *We are here today to decide.....*
 - agree.....*
 - learn about.....*
- *The purpose of this talk is to update you on*
 - put you in the*
 - picture about.....*
 - give you the*
 - background to*
- *This talk is designed to act as a springboard for discussion.*
 - start the ball rolling.*



4. Length

- ▶ *I shall only take.....minutes of your time.*
- ▶ *This should only lastminutes.*

5. Outline/Main parts

- ▶ *I've divided my presentation into four parts/ sections.
They are.....*
 - ▶ *The subject can be looked at under the following headings: ...*
 - ▶ *We can break this area down into the following fields:
Firstly, / first of all.....
Secondly, / then/ next.....
Thirdly, / and then we come to
Finally, / lastly/ last of all.....*
- 

6. Questions

- ▶ *I'd be glad to answer any questions at the end of my talk.*
- ▶ *If you have any questions, please feel free to interrupt.*
- ▶ *Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end*

7. Reference to the audience

- ▶ *I can see many of you are.....*
- ▶ *I know you've all traveled a long way.*
- ▶ *You all look as though you've heard this before.*



Review Expressions
for Presentations

II. Language focus
- Linking ideas.



1. Sequencing/Ordering

- ▶ *Firstly....secondly.....thirdly....*
- ▶ *Then..... Next.....finally/ lastly....*
- ▶ *Let's start with.....*
- ▶ *Let's move / go on to.....*


Cont.

- ▶ *Now we come to*
- ▶ *That brings us to*
- ▶ *Let's leave that*
- ▶ *That covers.....*
- ▶ *Let's get back to*

Language focus – Linking ideas.

- | | |
|----------------------------|---|
| 2. Giving reasons/ causes: | <i>therefore, so, as
a result,
that's</i> |
| 3. Contrasting: | <i>why....
but, however</i> |
| 4. Comparing: | <i>similarly, in
the</i> |
| 5. Contradicting: | <i>same way
in fact, actually</i> |
| 6. Summarizing: | <i>to sum up, in
brief, in
short</i> |

Language focus – Linking ideas.

- ▶ Conclusion: *in conclusion, to conclude*
 - ▶ 8. Highlighting: *in particular, especially*
 - ▶ 9. Digressing: *by the way, in passing*
 - ▶ 10. Giving examples: *for example, for instance, such as.....*
 - ▶ 11. Generalizing: *usually, generally, as a rule*
- 



Review Expressions
for Presentations

III. Language focus
– Ending



Signaling the end

- ▶ That brings me to the end of my presentation.
- ▶ That completes my presentation.
- ▶ Before I stop/finish, let me just say.....
- ▶ That covers all I wanted to say today.



2. Summarizing

- ▶ *Let me just run over the key point again.*
- ▶ *I'll briefly summarize the main issues.*
- ▶ *To sum up,*
- ▶ *Briefly,*



3. Concluding

- ▶ *As you can see, there are some very good reasons.....*
- ▶ *In conclusion ,.....*
- ▶ *I'd like to leave you with the following thought/ idea.*

