**Very useful expressions to use and to overuse !!**

To take the floor = prendre la parole  
I’ll give the floor to X= je vais donner la parole à X  
without further ado = sans plus tarder  
let’s get back to our business = revenons à notre sujet  
I will be presenting = je vais vous présenter

My presentation will consist of 3 parts = ma presentation comportera 3 parties

**Introduce**

1. Good morning/afternoon (everyone) (ladies and gentlemen).  
2. It’s a pleasure to welcome (the President) here.  
3. I’m … (the Director of …)

**Introduce the presentation topic**

4. By the end of the talk/presentation/session, you’ll know how to… /  
…you will have learned about… /  
5. I plan to say a few words about…  
6. I’m going to talk about…  
7. The subject of my talk is…

**Outline**

8. My talk will be in (three parts).   
9. In the first part…  
10. Then in the second part…

11. Then in the second part…  
12. Finally, I’ll go on to talk about…

**Question** **Policy**

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

**Main Body**

Now that you have finished the introduction, we now need to transition to the main body, and its individual parts in a smooth way.

There are three parts of the main body of a presentation where linking phrases can be used:

**Beginning the Main Body**  
**Ending Parts within the Main Body**  
**Beginning a New Part**

Here are some phrases which you can use for these parts:

**Beginning the Main Body**

14. Now let’s move to / turn to the first part of my talk which is about…  
15. So, first…  
16. To begin with…

**Ending Parts within the Main Body**

17. That completes/concludes…  
18. That’s all (I want to say for now) on…  
19. Ok, I’ve explained how…

**Beginning a New Part**

20. Let’s move to (the next part which is)…  
21. So now we come to the next point, which is…  
22. Now I want to describe…  
23. Let’s turn to the next issue…  
24. I’d now like to change direction and talk about…

**Listing and Sequencing**

If you need to talk about goals, challenges, and strategies in your English presentation, listing phrases can help link these together and improve the flow of your speech. If you have to explain processes, sequencing phrases are helpful:

**Listing**

25. There are three things to consider. First… Second… Third…  
26. There are two kinds of… The first is… The second is…  
27. We can see four advantages and two disadvantages. First, advantages…  
28. One is… Another is… A third advantage is… Finally…

**Sequencing**

29. There are (four) different stages to the process.  
30. First / then / next / after that / then (x) / after x there’s y.  
31. There are two steps involved. The first step is… The second step is…  
32. There are four stages to the project.  
33. At the beginning, later, then, finally…  
34. I’ll describe the development of the idea. First the background, then the present situation, and then the prospect for the future.

**Ending**

After you have presented the main body of your English presentation, you will want to end it smoothly.

Here are typical sections transitioning from the main body to the ending of the presentation, and then inviting the audience to ask questions:

**Ending the Main Body**   
**Beginning the Summary and/or Conclusion**  
**Concluding**  
**An Ending Phrase**  
**Inviting Questions and/or Introducing Discussion**  
**Thanking the Audience**

Here are some phrases which you can use for these parts:

**Ending the Main Body**

35. Okay, that ends (the third part of) my talk.  
36. That’s all I want to say for now on (the 2017 results).

**Beginning the Summary and/or Conclusion**

37. To sum up…  
38. Ok, in brief, there are several advantages and disadvantages.  
39. To conclude…  
40. I’d like to end by emphasizing the main points.  
41. I’d like to end with a summary of the main points.

**Concluding**

42. I think we have seen that we should…  
43. In my opinion, we should…  
44. I recommend/suggest that we…  
45. There are three reasons why I recommend this. First, … / Second, … / Finally,…

**An Ending Phrase**

46. Well, I’ve covered the points that I needed to present today.  
47. That sums up (my description of the new model).  
48. That concludes my talk for today.

**Inviting Questions and/or Introducing Discussion**

49. Now we have (half an hour) for questions and discussion.  
50. So, now I’d be very interested to hear your comments.

**Thanking the Audience**

51. I’d like to thank you for listening to my presentation.  
52. Thank you for listening / your attention. / Many thanks for coming.

**Conclusion**

Linking phrases are like the skeleton which holds your presentation together.

Not only do they improve the flow and help guide the audience, but by memorizing them they can also help you remember the general structure of your presentation, giving you [increased confidence.](https://stevenh.gumroad.com/l/ebookconfidentenglishspeakerbuy?_ga=2.97608351.1661443387.1637852134-1169524108.1612354124&_gl=1*qaltr7*_ga*MTE2OTUyNDEwOC4xNjEyMzU0MTI0*_ga_6LJN6D94N6*MTYzNzg1MjEzMy44LjEuMTYzNzg1MjQ5Ni4w)

To help you memorize, I recommend saying the linking phrases on their own from the beginning to the end of your presentation while you practice.

I also suggest memorizing the introduction word for word. By doing this, you will get off to a great start, which will settle your nerves and transmit a positive first impression.