

Useful phrases

Some useful phrases, that you can use during your presentation

Welcome and Introducing the speaker

Hi, everyone!

Good morning/afternoon/evening, ladies and gentlemen/everyone

I'm "Name" from "Company X".

First, let me introduce myself. My name is "Name" and I am the "Position" of "Company X".

Starting point

Let me start with some general information on...

Let me begin by explaining why/how...

I'd like to give you some background information about...

Before I start, does anyone know...

As you are all aware...

I think everybody has heard about..., but hardly anyone knows a lot about it.

Transition

I'd now like to move on to the next part...

This leads me to my next point, which is...

Turning our attention now to...

Let's now turn to...

Examples

For example,...

For instance,...

A good example of this is...

As an illustration,...

To give you an example,...

To illustrate this point...

Details

I'd like to expand on this aspect/problem/point.

Let me elaborate further on...

Links

As I said at the beginning,...

This relates to what I was saying earlier...

Let me go back to what I said earlier about...

This ties in with...

I hope that you are a little clearer on how we can...

To return to the original question, we can...

Reference

Based on our findings,...

According to our study,...

Our data shows/indicates...

Graphs and images

Let me use a graphic to explain this.

I'd like to illustrate this point by showing you...

Let the pictures speak for themselves.

I think the graph perfectly shows how/that...

If you look at this table/bar chart/flow chart/line chart/graph, you can see that...

Emphasis

It should be emphasized that...

I would like to draw your attention to this point...

Another significant point is that...

The significance of this is...

This is important because...

We have to remember that

Paraphrase

In other words,...

To put it more simply,...

What I mean to say is...

So, what I'm saying is....

To put it in another way....

Questions during and after presentations

Does anyone have any questions or comments?

I am happy to answer your questions now.

Please feel free to interrupt me if you have questions.

If you have any questions, please don't hesitate to ask.

Please stop me if you have any questions.

Do you have any questions before I move on?

If there are no further questions at this point, I'd like to...

There will be time for questions at the end of the presentation.

I'll gladly answer any of your questions at the end.

I'd be grateful if you could ask your questions after the presentation.

Inquiries

Does this answer your question?

Did I make myself clear?

I hope this explains the situation for you.

Unknown questions

That's an interesting question. I don't actually know off the top of my head, but I'll 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, I 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.

Summary and conclusion

I'd like to conclude by...

In conclusion, let me sum up my main points.

Weighing the pros and cons, I come to the conclusion that...

That brings me to the end of my presentation. Thank you for listening/your attention.

Thank you all for listening. It was a pleasure being here today.

Well, that's it from me. Thanks very much.

That brings me to the end of my presentation. Thanks for your attention.

Handing over

Now I will pass you over to my colleague 'Name'.

'Name', the floor is yours.