

Useful phrases

Ordering things/Overview/Structure

Firstly... . Then/Secondly... . Finally... .

Then I'd like to talk you through the main phases of ...

Then I'd like to fill you in on some details of the ...

There are three things in my mind and the first thing is....

The first part of my presentation deals with...

Then I'll move on to...

I'll close with...

My main focus is to give you...

I'll talk about this because...

I think this is important to you because...

By the end of this talk ...

Questions

Say at the beginning of your talk how you want to handle questions:

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

Feel free to interrupt, if you have any questions.

Please stop me any time you have a question or need clarification.

I'll be glad to answer any questions at the end of my talk.

I'll answer any questions at the end of my talk.

Starting

I'm going to start off

- by outlining our main goals today.
- by giving you a brief overview

But before I start let me ask you all a question.

Changing the topic

Right, let's move on to.../ I'll now move on to the subject of...

Let's have a look at .../ Ok, I'll now look at...

Next, I'll talk about...

This leads us on to ...

So, the next question is...

This brings us on to ...

Referring back and forth

As I mentioned earlier (in my presentation)...

Earlier we saw

Going back to what I was saying earlier, ...

As you'll recall ...

You'll remember ...

As we discussed...

This goes back to ...

Later we'll see ...

I'll be coming to this later.

I'm actually coming to that point later in my talk.

I'll be saying more on this later on.

Digressing

Perhaps I should just expand expand on that a little.

Going back to what I was saying earlier, ...

To digress for a moment, ...

Ok, turning for a moment to the question of...

I'd like to take a moment to talk about ...

To return to my main point here, ...

Last topic

Finally, a few words about

To conclude, I want to tell you

Summary

To sum up,....

To summarise/summarizing the main points we looked at, ...

Let's take a look again at the key points/issues/factors.

Let's just recap.

As we've seen today...

Closing

In closing, I'll just ask you to remember one thing.

In closing, 'I'll just leave you with this: ...

Ok, I think we can finish here.

Right, that (really) brings me to the end of my talk.

I think that's everything.

Thank you very much for listening to my talk.

Thanks for coming to my presentation.

Do you have any questions?

Are there any questions you'd like to ask at this point?

Q&A session

Is there any area I haven't covered?

Do you have any more questions on this?

Are there any other points you would like to raise?

Sorry, I'm not sure I understood the question.

I'm sorry, what do you mean by...

I'm glad you asked me that question.

I hope that answers your question.

I'm afraid I don't have that information at hand, but...

I'm sorry but that's not really my field.

I'm not really an expert on...

Second ending (after Q&A/discussion)

I feel we've had a good discussion.

It's been great to have your input.

Thank you all for your questions and comments.