# PRESENTATIONSUseful Phrases

## Useful phrases and keywords for presentations.

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| **Starting the presentation** | Good morning/Good afternoon ladies and gentlemen • The topic of my presentation today is ... • What I'm going to talk about today is ... |
| **Why you are giving this presentation** | • The purpose of this presentation is ... • This is important because ... • My objective is to ... • The main goal today is to ... |
| **Stating the main points** | The main points I will be talking about are : ◊ Firstly, ◊ Secondly, ◊ Next, ◊ Finally ... we're going to look at ... |
| **Introducing the first point** | • Let's start / begin with ... |
| **Showing graphics, transparencies, slides, etc.** | • I'd like to illustrate this by showing you ... • This chart shows a breakdown of ... |
| **Moving to the next point** | • Now let's move on to ... • This brings us to the next topic which is ... |
| **Giving more details** | • 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? |
| **Changing to a different topic** | • I'd like to turn to something completely different ... • Let's now turn our attention to ... • The next important element is… |
| **Referring to something which is off the topic** | • I'd like to digress here for a moment and just mention ... • I might mention here that ... |
| **Referring back to an earlier point** | • Let me go back to what I said earlier about ... • This relates to what I was saying earlier about… |
| **Summing up the main points** | • I'd like to recap 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 : ◊ First ... ◊ Second, ◊ Third, |
| **Conclusion** | • I'm going to conclude by ... ◊ First ... ◊ Second, ◊ Third, • In conclusion, let me ... ◊ First ... ◊ Second, ◊ Third, |
| **Questions** | • Now I'd like to invite any questions you may have. • Do you have any questions? |