

## Useful English phrases for a presentation

### Welcome

Depending on who you are addressing, you should extend a more or less formal welcome.

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

*On behalf of “Company X”, allow me to extend a warm welcome to you.*

*Hi, everyone. Welcome to “Name of the event”.*

### Introducing the speaker (s) if any

The level of formality of your welcome address will also apply to how you introduce yourself. Customize it to match your audience.

*Let me briefly introduce myself. My name is “John Miller” and I am delighted to be here today to talk to you about...*

*First, let me introduce myself. My name is “John Miller” and I am the “Position” of “Company X”.*

*I’m “John” from “Company Y” and today I’d like to talk to you about...*

### Introducing the topic

After the welcome address and the introduction of the speaker comes the presentation of the topic. Here are some useful introductory phrases.

*Today I am here to talk to you about...*

*What I am going to talk about today is...*

*I would like to take this opportunity to talk to you about...*

*I am delighted to be here today to tell you about...*

*I want to make you a short presentation about...*

*I’d like to give you a brief breakdown of...*

### Explanation of goals

It is always recommended to present the goals of your presentation at the beginning. This will help the audience to understand your objectives.

*The purpose of this presentation is...*

*My objective today is...*

## Structure

After presenting the topic and your objectives, give your listeners an overview of the presentation's structure. Your audience will then know what to expect in detail.

*My talk/presentation is divided into "x" parts.*

*I'll start with.../First, I will talk about.../I'll begin with...*

*...then I will look at...*

*...next...*

*and finally...*

## Starting point

After all this preparation, you can finally get started with the main part of the presentation. The following phrases will help you with that.

*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.*

## End of a section

If you have completed a chapter or section of your presentation, inform your audience, so that they do not lose their train of thought.

*That's all I have to say about...*

*We've looked at...*

*So much for...*

## Interim conclusion

Drawing interim conclusions is of utmost importance in a presentation, particularly at the end of a chapter or section. Without interim conclusions, your audience will quickly forget everything you may have said earlier.

*To sum up...*

*Let's summarize briefly what we have looked at.*

*Here is a quick recap of the main points of this section.*

*I'd like to recap the main points.*

*Well, that's about it for this part. We've covered...*

## **Transition**

Use one of the following phrases to move on from one chapter to the next.

*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**

Frequently, you have to give examples in a presentation. The following phrases are useful in that respect.

*For example,...*

*A good example of this is...*

*As an illustration,...*

*To give you an example,...*

*To illustrate this point...*

## **Details**

In a presentation, you may often need to provide more details regarding a certain issue. These expressions will help you to do so.

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

*Let me elaborate further on...*

## Links

If you want to link to another point in your presentation, the following phrases may come in handy.

*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...*

## Reference to the starting point

In longer presentations, you run the risk that after a while the audience may forget your original topic and objective. Therefore, it makes sense to refer to the starting point from time to time.

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

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

*Just to round the talk off, I want to go back to the beginning when I...*

*I hope that my presentation today will help with what I said at the beginning...*

## Reference to sources

In a presentation, you frequently have to refer to external sources, such as studies and surveys. Here are some useful phrases for marking these references.

*Based on our findings,...*

*According to our study,...*

*Our data shows/indicates...*

## Graphs and images

Presentations are usually full of graphs and images. Use the following phrases to give your audience an understanding of your visuals.

*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**

To ensure that your presentation does not sound monotonous, from time to time you should emphasize certain points. Here are some suggestions.

*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**

At times it might happen that you expressed yourself unclearly and your audience did not understand your point. In such a case, you should paraphrase your argument using simpler language.

*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 the presentation**

Questions are an integral part of a presentation. These phrases allow you to respond to questions during a presentation.

*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...*

## **Questions at the end of a presentation**

To ensure that a presentation is not disrupted by questions, it is advisable to answer questions at the very end. Inform your audience about this by using these phrases.

*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**

After answering a question from the audience, check that the addressee has understood your answer and is satisfied with it.

*Does this answer your question?*

*Did I make myself clear?*

*I hope this explains the situation for you.*

## **Unknown answer**

Occasionally, it may happen that you do not have an answer to a question. That is not necessarily a bad thing. Simply use one of the following phrases to address the fact.

*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

At the end of the presentation, you should summarize the important facts once again.

*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

If you are not the only speaker, you can hand over to somebody else by using one of these phrases.

*Now I will pass you over to my colleague 'Jerry'.*

*'Jerry', the floor is yours*

*I yield to.....*

*Jerry, you may take over and explain how....., please?*