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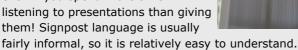
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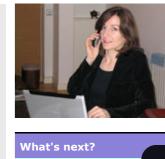
Presentations: language expert

Introduction

A good way to make your presentations effective, interesting and easy to follow is to use signpost language. 'Signpost language' is the words and phrases that people use to tell the listener what has just happened, and what is going to happen next.

In other words, signpost language guides the listener through the presentation. A good presenter will usually use a lot of signpost language, so it is a good idea to learn a few of the common phrases, even if you spend more time







Signposting	
Section of presentation	Signpost language
Introducing the topic	The subject/topic of my talk is I'm going to talk about My topic today is My talk is concerned with
Overview (outline of presentation)	I'm going to divide this talk into four parts. There are a number of points I'd like to make. Basically/ Briefly, I have three things to say. I'd like to begin/start by Let's begin/start by First of all, I'll and then I'll go on to Then/ Next Finally/ Lastly
Finishing a section	That's all I have to say about We've looked at So much for
Starting a new section	Moving on now to Turning to Let's turn now to The next issue/topic/area I'd like to focus



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	on I'd like to expand/elaborate on Now we'll move on to I'd like now to discuss Let's look now at
Analysing a point and giving recommendations	Where does that lead us? Let's consider this in more detail What does this mean for? Translated into real terms Why is this important? The significance of this is
Giving examples	For example, A good example of this is As an illustration, To give you an example, To illustrate this point
Summarising and concluding	To sum up To summarise Right, let's sum up, shall we? Let's summarise briefly what we've looked at If I can just sum up the main points Finally, let me remind you of some of the issues we've covered To conclude In conclusion In short So, to remind you of what I've covered in this talk, Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that I'd like now to recap
Paraphrasing and clarifying	Simply put In other words So what I'm saying is To put it more simply To put it another way
Invitation to discuss / ask questions	I'm happy to answer any queries/ questions. Does anyone have any questions or comments? Please feel free to ask questions. If you would like me to elaborate on any point, please ask. Would you like to ask any questions? Any questions?



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