Giving presentation/discussion

I would like to greet……………………………………… everybody on this presentation

The following presentation will revolve………………….around

This presentation will cover/contain/comprise of/consist of………………. 3 major points

Let’s get down……………………………. to business

Let me start of/set of………………………………….. with

Let’s move………… onto / proceed…………….. to the next point of this presentation

I intend………………………………… to compare few elements today

I will put it simply………………………… / Basically

The following graph indicates…………………… decrease of sales in the previous year

This chart presents/ portrays ……….. / shows rapid decline of sales in the first quarter of 2014

I would like to attach……………………. your attention to one point

I would like to rise…………………………… a subject of cash flow statement

**, point, mentioned, were, approach, further**

Let’s ……approach/address/challenge……………………. this problem as first point

Let me give you ……further……………………… analysis to this matrix

I would like to make a ……point…………………….. here

As I …..mentioned………………….earlier

Anyway , where were……………….we , oh yes

Now I'd like to look……………………. at…"  
"This leads………………… me to my next point…"

This chart illustrates………………………………. the figures…"  
"This graph gives you an overview……………………. of…"

Let me revise………………………. it

Briefly

Please feel free………………… to ask questions.

Do not hesitate…………………. to ask questions  
If you would like me to elaborate…………………… on any point, please ask.

Let's summarize…………………….. 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……………………..

Questions

**Elaborate, make reference to , provide, accountable, remain, spare, curiosity**

Could you …elaborate………………………………more on this subject

Could you …make reference to……………………………….what I have said before

Could you …provide…………………………more data on this subject

Could you …remain…………………….in your seats

Could you …spare………………………..me few seconds

Just out of…curiosity………………………….what will be the next point of this meeting