**Giving presentation/discussion**

**Introduction**

**take, greet, revolve, intend, speed, cover, overview, commence, broke**

I would like to …take………………………this opportunity and welcome you all. Thank you for coming

I would like to …greet…………………………………… everybody on today’s presentation

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

This presentation will …cover……………………………. 3 major points

In today’s presentation I am planning to bring you up to speed………………../ give you an overview………………………of our fast moving goods

There are a number of features I would like to elaborate……………………….on

Let me …commence………………………..by providing some background regarding our history

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

I have …broken………………..my presentation down into 5 parts

**Moving further**

**leads, proceed , moving, turn ,**

That …leads……………………me to the end of section 2

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

Let’s …turn…………………..now to.

This point …leads……………………….. me to

…moving……………………… on to other subjects

**Elaborating**

**scrutinize, scrutiny, draw, expand, noteworthy, raise**

It is a…noteworthy………………….fact that our product differentiates itself from other competitors

Let’s scrutinize…………………………..that in more detail/ put it under thorough …scrutiny………………….

I would like to …lay………………emphasis on our buoyant situation

Let me …expand………………a bit on profitability

I would like to …draw………………….your attention to

Further on I will …put…………………some light on sales figures

I would like to …raise………………………… a subject of value added services

**Coming back**

**indicated, back, pointed,**

As I …indicated…………………earlier our sales team will be relocated

Let me go …back……………..to what we were discussing few moments ago

As I …pointed…………………out in the first part of my presentation

**, address , approach, tackle, clear,**

Let’s …address………………………. the problem of insolvency

Having looked at the following graph it is high time to …clear…………….troubling issue of outstanding payments

With a view to … approach …………………high turnover of our stuff it is advisable to implement long-term incentives

We have been struggling with notorious claims for months. We ought to rise up to challenge and …tackle……………that hurdle

**Closing**

**hesitate, recap, free, revise, conclude , summarize, consideration, sum ,**

I will …recap……………………briefly by saying that

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

Do not …hesitate………………. to ask questions

Let's …summarize……………………….. briefly what we've looked at...   
If I can just …sum………………….. up the main points...   
Finally, let me …conclude……………………. some of the issues we've covered...  
Taking everything into …consideration………………….I think it was a good decision to appoint him as our manager

**particulars, provide, remain, spare, curiosity, pleased, give**

I would like to …give………………….floor to my friend Marek

I will be …pleased…………………to answer any questions at the end of my presentations

Could you go into …particulars……………………….

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

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

Could you …spare………………………..us few more seconds

Just out of…curiosity………………………….how did your company achieve that goal?