

PRESENTATION LANGUAGE

OPENING

Greeting:

- Hello..
- Good morning, everyone.
- I'd like to welcome you all on behalf of ...

Introductions:

- My name is (name) and I am (title).
- I'd like to introduce myself. My name is ...
- This is (name) and he/she is (title).

Purpose:

- I'm here today to ...
- My purpose today is to ...
- Today I'm going to ...

Structure:

- My presentation is divided into three key areas: a, b, c
- First, I will talk about ..., after that ..., next ..., then ..., finally ...

Length:

- My presentation will last fifteen minutes.
- I will talk for fifteen minutes.
- I plan to talk for about 15 minutes.

Questions:

- If you have any questions, please ask me at the end.
- I will be happy to answer any questions at the end.
- Feel free to ask questions any time.

BODY

Introducing first topic:

- First, I would like to talk about ...
- Let's start with ...
- I'd like to start off by talking about ...

Moving on:

- Let's move on to ...
- I'd like to go on to ...
- Now, let's look at ...

Introducing visuals:

- Let's have a look at this model.
- As you can see ...
- If you look at ... you will see ...

Giving examples:

- For example,...
- A good example of this is...
- To give you an example,...

Adding:

- In addition ...
- I'd like to add that ...
- Furthermore ...

Paraphrasing / Clarifying:

- In other words.....
- So what I'm saying is....
- To put it more simply....

CLOSING

Summarising and concluding

- To sum up/conclude/recap,...
- To summarise, my main points are ...
- I'd like to conclude by saying ...

Asking for questions:

- OK. Are there any questions ...?
- Does anyone have any questions?
- I'd be happy to answer any questions.

Playing for time:

- That's an interesting question.
- I'm glad you asked that question.
- That's a difficult question.

Finishing:

- That is the end of my presentation. Thank you all for your time and attention.
- That brings me to the end of my presentation. I'd like to thank you all for listening.