

THE LANGUAGE OF PRESENTATIONS

A INTRODUCTIONS

- 1 Good morning/afternoon/evening, ladies and gentlemen.
- 2 I'm delighted to have been invited to talk to you this morning about ...
- 3 I'd like to talk to you this afternoon about ...
- 4 I'm very pleased to have this opportunity to talk to you about ...
- 5 We're here today to look at/consider/examine the subject/question of ...
- 6 I'd like to begin by discussing/talking about/outlining/describing ...

B SEQUENCE OF IDEAS

- 1 There are three (main) things/areas/points to consider/to be considered.
- 2 First of all/Firstly/Secondly/Thirdly, ...
- 3 Before going on to consider X, I'd like to review Y.
- 4 Let's first look at X, and then I'll return to Y later.
- 5 At this stage, I'd like to deal with (the question of) X before going on to talk about Y.

C CHANGING DIRECTION

- 1 That concludes what I have to say about ...
- 2 I'd like to conclude this part of my presentation by ...ing ...
- 3 I'd like to move on now to the question of ...
- 4 It's time to turn now to ...
- 5 Let me now turn to ...
- 6 Moving on to the question of ..., I ...
- 7 Now I'd like to move on to discuss/talk about ...

D REFERENCE TO VISUALS

- 1 As you can (clearly) see from this chart/graph/table/picture, ...
- 2 This chart/graph etc. clearly shows ...
- 3 If we look at this chart/graph etc. we can clearly see ...
- 4 Looking at the top/bottom left-hand/right-hand corner of this chart, it is clear that ...
- 5 These figures clearly show ...

E AMPLIFICATION

- 1 If we look at this more closely, we can see that ...
- 2 Looking at this more closely, we can see that ...
- 3 To expand on this, I'd like to ...

F REPETITION

- 1 that is to say.../in other words, .../to put it another way, ...
- 2 Let me repeat what I said before about ...

G EMPHASISING A POINT

- 1 The main point/basic question to consider is ...
- 2 The fundamental thing to be considered is ...
- 3 I would like to stress/emphasise the importance of ...
- 4 What is vital/important/essential to remember here is that ...
- 5 What I am really saying is that ...
- 6 I can't stress too often the importance of ...

H REFERRING BACK

- 1 As I said at the beginning (of my presentation), ...
- 2 As I suggested earlier, ...
- 3 It's clear from what has been said before that ...
- 4 To summarise/recap on what I said earlier, ...

I GIVING EXAMPLES

- 1 As an example of this, we can consider ...
- 2 This is an excellent example of ...
- 3 Another example of the same phenomenon is ...

J COMPARING

- 1 If we compare X with Y we can clearly see that ...
- 2 Clearly, there is no comparison between X and Y.
- 3 X/this compares very well with Y.
- 4 I'd like to draw a parallel between X and Y.

K CONCLUSION

- 1 What conclusions can we draw from this?/What can we conclude from this?
- 2 We can only conclude from this that ...
- 3 Finally, we must not forget that ...
- 4 I'd like to conclude/finish/end my presentation by ...ing ...
- 5 In conclusion, I would like to say that ...