

USEFUL PHRASES FOR PRESENTATIONS IN ENGLISH

INTRODUCTION

Ask a rhetorical, thought-provoking question.

State something provocative.

Use a bold number.

Have you ever thought about...?

Did you know that...?

What if you/we...?

After this presentation you will know/feel...

Take a look at this picture...

My presentation is especially relevant to those of you who are interested in...

The purpose of this presentation is to...



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STRUCTURE

In my presentation I will focus on three major issues.

This presentation is structured as follows...

The subject can be looked at under the following headings...

I'm going to break this subject down into the following fields....



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TIMING

It will take about X minutes to cover these issues.

Relate to something else: "It takes X time to carry out X. This is as long as this presentation will take." (Use this to wrap up in the end.)

QUESTIONS

If you have any questions, I am happy to answer them during my presentation.

If you don't mind, I'd like to leave questions until the end of my talk.

If any questions arise during my presentation, please save them to the end of the presentation since there will be time for a Q&A session at the end.

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SEQUENCING PHRASES

My first point concerns...

First of all, I'd like to give you an overview of...

Next, I'll focus on... and then we'll consider...

Then I'll go on to highlight what I see as the main points of...

Finally, I'd like to address the problem of...

Finally, I'd like to raise briefly the issue of...



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HIGHLIGHTING INFORMATION

I'd like to put the situation into some kind of perspective.

I'd like to discuss in more depth the implications of...

I'd like to make more detailed recommendations regarding...

I'd like you to take a moment and think about the significance of this picture on the screen.

Whichever way you look at it, the underlying trend is clear...



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GIVING EXAMPLES

An example of that is...

For instance/For example/As an example...

As an illustration to what I just said...

According to XX...

It's a fact that...

Generally speaking...



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CONCLUSION

One last thing... (Save the best for last - like Steve Jobs did.)

As a final thought, I would like to say...

Finally, I would like to say...

I'd just like to finish with the words of a famous scientist/ politician/ author...

Remember what I mentioned in the beginning, about how long X took to carry out?

Now let's go out and...!

