

## Giving Presentations – Expressions and introductory phrases

### Thank people for coming

Good morning afternoon etc.

I'd like to take the opportunity to thank you for coming here today...

### Beginning and stating objectives

Right, let's make a start.

Let's begin I'm going to begin by...

I'm here today to...

The object/subject of today's talk is to...

### Organization

My presentation/talk is divided into three parts/sections...

I'd like to begin by...

I have four main points...

### Introduce another speaker

I am going to/I'd like to hand you over/pass you over to Julian who is going to talk you through/present...

Annie will be telling you about...

Paul is now going to take over...

### Recap what the previous speaker has said

Keith has given you an overview of...

We have just heard from Keith...

As Paul said...

### Recognising knowledge

You are certainly aware... / As you know...

You've probably heard some of this before...

### Refer to a diagram/figures

(So) Let's look/have/take a look at...

I'd like to draw your attention to...

As you can see...

If you'd like to turn to page 6 of the handout ... I'll.....

It's worth noting/It's interesting to note...

### Enumerate points

To begin with/First of all/Firstly/Next/afterwards

Finally/To conclude/In conclusion

### Moving to another topic

This brings me/us to the key issue ...

I'd now like to turn to...

Now let's look at/consider...

I'll now move on to my next point which is...

Before I move on, does anyone have any questions/queries?

## Describe the stages of a process

### Rhetorical questions

(So) what can we learn from this?  
How should we interpret these figures/statistics?  
You're probably asking yourselves what this all means.

### Setting guidelines for questions

I'm happy to answer your questions at the end of my presentation.  
Please feel free to interrupt if you have any questions.  
I'll deal with questions at the end of the talk...  
I'll come back to that at the end if you don't mind.

### Summarizing

So to recap...  
In conclusion...  
I'd like to finish/end/wind up by saying...  
Before I finish I'd finally like to say...

## Vocabulary

### (i) Verbs

outline, inform, brief, update, clarify, highlight, stress, urge you to do X, handle

### Phrasal verbs

talk through, run through, hand you over to, turn to, go into, take over, carry on, sum up, put forward, wind up, deal with, focus on

### Verbs to describe movements and trends

go up, rise, soar, jump, peak  
fluctuate  
go down, fall, drop, tumble, collapse, bottom out  
stay steady, level, flatten out

### N.B.

There has been a slight fall in the rate.  
The rate has fallen slightly.