Language for Signposting

|  |  |
| --- | --- |
| **Section of lecture / talk** | **Signpost language** |
| Introducing the topic | The subject/topic of my talk is ...I'm going to talk about ...My topic today is… / My talk is concerned with ... |
| Overview (outline of presentation) | I’m going to divide this talk into four parts.There are a number of points I'd like to make.Basically/ Briefly, I have three things to say.I'd like to begin/start by ... / Let's begin/start by ... First of all, I'll... … and then I’ll go on to …Then/ Next ...Finally/ Lastly ...  |
| Finishing a section | That's all I have to say about... We've looked at... So much for...  |
| Starting a new section | Moving on now to … / Turning to... / Let’s turn now to …The next issue/topic/area I’d like to focus on …I’d like to expand/elaborate on …Now we'll move on to... I'd like now to discuss... Let's look now at...  |
| Analysing a point and giving recommendations | Where does that lead us? Let's consider this in more detail... What does this mean for...? Translated into real terms...Why is this important?The significance of this is...  |
| Giving examples | For example,... A good example of this is...As an illustration,... To give you an example,... To illustrate this point...  |
| Summarising and concluding | To sum up / To summarise...Let's summarise briefly what we've looked at... If I can just sum up the main points... Finally, let me remind you of some of the issues we've covered...To conclude... / In conclusion / In short ...So, to remind you of what I’ve covered in this talk, …I'd like now to recap...  |
| Paraphrasing and clarifying | Simply put...In other words.......So what I’m saying is....To put it another way.... |
| Invitation to discuss / ask questions | I’m happy to answer any queries/ questions.Does anyone have any questions or comments?Please feel free to ask questions.If you would like me to elaborate on any point, please ask.Would you like to ask any questions? |

*adapted from: http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/expert.shtml*