

GIVING PRESENTATIONS - useful phrases

Purpose of the talk

My aim for today's presentation is to ...

I want to talk to you about ...

The topic of my presentation today is ...

Stating the main points

The main points I will be talking about are

firstly ...

secondly...

next, finally... we're going to look at ...

When to take questions

I'll answer any questions at the end of my talk.

Feel free to interrupt if you have any questions.

Please stop me any time you have a question or if you need clarification.

Introducing the first point

Let's start/begin with ...

Moving on to the next point

Now let's move on to ...

Summarising your talk

Right, that really brings me to the end of my talk/presentation.

My main point is that ...

So, to sum up, ...

Dealing with questions

As I've said/mentioned before, ...

Do you mind if we deal with that later?

I'm actually coming to that point later in my talk.

Dealing with difficult questions

I'm not sure if I entirely understand your question. Do you mean ...?

What I would say is ... I hope that answers your question.

I'm afraid I don't have that information at hand, but ...

Sources:

Market Leader Advanced, Longman 2006

<http://www.learn-english-today.com/business-english/presentations-phrases.htm>