

Talks and presentations structure:

1. Introducing the topic

This morning I'm going to... (*talk about...*) Today I'd like to... (*describe...*)

The aim of my presentation this morning is to... (*explain...*)

I've divided my presentation into... /My talk will be in... (*three parts*).

First, I'd like to... (*give you an overview of...*)

Second, I'll move on to.../then I'll focus on...

After that we'll deal with.../Finally, we'll consider...

2. Referring to questions

Feel free to/Do interrupt me if there's anything you don't understand.

If you don't mind, we'll leave questions till the end.

3. Introducing each section

So, let's start with... (*the objectives...*)

Now let's move on to... (*the next part...*)

Let's turn our attention to... (*the question of*)

This leads me to... (*my third point...*)

Finally,... (*let's consider...*)

4. Summarizing a section

That completes my... (*description of*),/ So, to summarize,... (*there are five key points...*)'

5. Referring

I mentioned earlier... (*the importance of...*)

I'll say more about this later./ We'll come back to this point later.

6. Checking understanding

Is that clear?/Are there any questions?

7. Referring to visual information

This transparency/diagram shows...

If you look at this graph you can see.../What is interesting in this slide is...

I'd like to draw your attention to... (*this chart...*)

8. Referring to common knowledge

As you know.../As I'm sure you are aware...

9. Concluding

That concludes my talk./ That brings me to the end of my presentation.

If you have any questions, I'd be pleased/I'll do my best to answer them.

Thank you for your attention.

10. Dealing with questions

That's a good point./I'm glad you asked that question.

Can I get back to you on that later? I'm afraid I don't have... (*the information at present*)/

I'm afraid I'm not the right person to answer that.