

## Signposting

### Section of presentation

	<b>Signpost language</b>
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 ... 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 ...
Overview (outline of presentation)	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... 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...
Analysing a point and giving recommendations	
Using visual aids	Let me show you... As you can see... If you look at the screen, you'll see... This table / diagram / slide shows... This pie chart illustrates ... Notice this segment which shows... As can be understood from this graph...
Giving examples	As an illustration,... To give you an example,... For example,... A good example of this is... To illustrate this point...
Summarising and concluding	To sum up ... To summarise... Right, let's sum up, shall we? 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, ...  
Unfortunately, I seem to have run out of time, so I'll conclude  
very briefly by saying that .....  
I'd like now to recap...

Paraphrasing and clarifying

Simply put...  
In other words.....  
So what I'm saying is....  
To put it more simply....  
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?  
Any questions?

(<http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/1opening.shtml>)