

## PHRASES FOR PRESENTATIONS

Greeting	<p>Good morning and welcome to [name of conference hall, hotel, name of company, etc.].          Thank you all very much for coming today.          Good morning/afternoon/evening ladies and gentlemen. My name is Max Mustermann and I am delighted to be here today to talk to you about...          Let me introduce myself; my name is Mark Watson and I am responsible for ... .</p>
Introducing the topic	<p>Today I am here to talk to you about...          As you all know, today I am going to talk to you about...          I would like to take this opportunity to talk to you about...          I am delighted to be here today to tell you about...          The purpose of today's presentation is to ... .          The purpose of my presentation today is to ... .          In today's presentation I'd like to ... show you ... / explain to you how ... .          In today's presentation I'm hoping to ... give you an update on... / give you an overview of ... .          In today's presentation I'm planning to ... look at ... / explain ... .          The subject/topic of my talk is ...          I'm going to talk about ...          My topic today is...          My talk is concerned with ...</p>
Structuring the presentation	<p>My talk is divided into x parts.          I'll start with / Firstly I will talk about... / I'll begin with          then I will look at ...          next...          and finally...</p> <p>In today's presentation I'm hoping to cover three points:          firstly, ... , after that we will look at ... , and finally I'll ... .          In today's presentation I'd like to cover three points:          firstly, ... , secondly ... , and finally ... .          If there are any questions you'd like to ask, please leave them until the end, when I'll do my best to answer them.          I will be glad to answer any questions that you may have at the end.</p>
Starting a new section	<p>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...</p>
Summarising and concluding	<p>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...</p>
Finishing	<p>That's all I have to say about...          We've looked at...</p>
Invitation to discuss / ask questions	<p>I'm happy to answer any questions.          Does anyone have any questions or comments?          Please feel free to ask questions.          Would you like to ask any questions?          Any questions?</p>