

## Giving talks and presentations

### ■ 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)

My talk will be in ... (three parts)

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

Second | I'll | move on to ...

Then | | focus on ...

After that | we'll | deal with ...

Finally | | consider ...

### ■ Referring to questions

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

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

### ■ Introducing each section

So. Let's start with ... (objectives)

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

This leads me to ... (my third points)

- **Summarizing a section**

That completes my ... (description of)

So, To summarize ... (there are five key points)

- **Referring backwards and forwards**

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

I'll say more about this later.

We'll come back to this point later.

- **Checking understanding**

Is that clear?

Are there any questions?

- **Referring 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)

- **Referring to common knowledge**

As you know ...

As I'm sure you're aware ...

### ■ **Concluding**

That concludes my talk.

That brings me to the end of my presentation.

If you have any question | I'd be pleased | to answer them.  
| I'll do my best |

Thank you for your attention.

### ■ **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.

## Useful sentences

- This is the subject of my speech
- I'd like to start with
- I'll talk about
- Before I do that, how many of you believe that...
- I can give you one example of this...
- There is one aspect that extremely important for...
- I try to explain to each one of them, how this will be made?
- Certainly, it is very important...
- Let's move on, we talk definition here...
- So, now, we have pretty understanding of...
- I'll go through this in different areas...
- Let's first take a look at ... part
- So, another interesting aspect is ...
- We have... then... after that...
- If we look at... from... point of view, this is...
- As I said earlier...
- It comes to the end of my presentation.
- Thank you very much for your attention.