

Making a presentation: language and phrases

Clear structure, logical progression

Good presenters always use language (sometimes single words, sometimes phrases) which shows where they are in their presentation. These 'signposts' make it easier for the audience to:

- follow the structure of the presentation
- understand the speaker more easily
- get an idea of the length and content of the presentation.
- We've divided the phrases and sentences into sections which follow the logical progression of a well-balanced presentation.

1. Welcoming

Good morning and welcome to [name of company, name of conference hall, hotel, etc.].

Thank you all very much for coming today.

I hope you all had a pleasant journey here today.

2. Introducing yourself

My name is Mark Watson and I am responsible for

My name is Mark Watson from [name of company], where I am responsible for

Let me introduce myself; my name is Mark Watson and I am responsible for

3. Introducing your presentation

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

You can also outline your presentation to give the audience a clear overview of what they can expect:

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

4. Explaining that there will be time for questions at the end

If you have any questions you'd like to ask, please leave them until the end, when I'll be happy to answer them.
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.

5. Starting the presentation

To begin with

To start with

Let's start/begin by looking at

I'd like to start by looking at

Let's start with / start by looking at

6. Closing a section of the presentation

So, that concludes [title of the section]

So, that's an overview of

I think that just about covers ...

.

7. Beginning a new section of the presentation

Now let's move on to

Now let's take a look at

Now I'd like to move on to

Next I'd like to take a look at

Moving on to the next part, I'd like to

Moving on to the next section, let's take a look at

8. Concluding and summarising the presentation

Well, that brings us to the end of the final section. Now, I'd like to summarise by

That brings us to the end of the final section. Now, if I can just summarise the main points again.

That concludes my presentation. Now, if I can just summarise the main points.

That's an overview of Now, just to summarise, let's quickly look at the main points again.

9. Finishing and thanking

Thank you for your attention.

That brings the presentation to an end.

That brings us to the end of my presentation.

Finally, I'd like to finish by thanking you (all) for your attention.

Finally, I'd like to end by thanking you (all) for coming today.

I'd like to thank you (all) for your attention and interest.

10. Inviting questions

If anyone has any questions, I'll be pleased to answer them.

If anyone has any questions, I'll do my best to answer them.

If anyone has any questions, please feel free to ask them now.

If anyone has any questions, please feel free to ask them and I'll do my best to answer.

Other useful phrases

Referring to a previous point made

As I mentioned earlier

As we saw earlier

You may recall that we said

You may recall that I explained

Dealing with (difficult) questions

I'll come back to that question later if I may.

I'll / We'll come back to that question later in my presentation.

I'll / We'll look at that point in more detail later on.

Perhaps we can look at that point at the end / a little later.

More phrases and key presentation language

word, phrase	meaning, function
<i>briefly</i>	'very quickly'
<i>take a look at</i>	'look at'
<i>take a brief look at</i>	'quickly look at'
<i>return to</i>	'go back', 'explain again'
<i>I'll outline</i>	'I will explain'
<i>here we can see</i>	to draw attention to a specific point on a slide
<i>as you can see here</i>	to draw attention to a specific point on a slide
<i>(let's) move on to</i>	to start a new subject
<i>(let's) continue with</i>	to start a new subject
<i>(let's) continue by looking at</i>	to start a new subject
<i>to illustrate this point</i>	when giving an example
<i>let's, we can, we will</i>	using 'we' and 'us' instead of 'I' connects you to your audience