

Language bank

Presentations

Welcoming the audience

It gives me great pleasure to welcome you here this morning.
I'd like to welcome you on behalf of (the board of directors).

Introducing and welcoming speakers

I think you all know (Mrs Tahal), our (Marketing Director).
I'd like to introduce (Mr Peters), who represents (Hall & Partners).

Opening the presentation

The purpose of this presentation is to present/outline/explain ...
I'd like to give you some information about ...
My presentation today is about ...
Today I'm going to talk about ...
This morning, I'll begin by explaining ...
I would like to begin by giving a brief overview of the situation.
Today, I'd like to tell you something about the company's
performance last year.

Outlining the main points

There are four main areas to be considered ...
My presentation today covers (three) main points.

Sequencing

I'll begin by looking at ...
Then I'll explain ...
Firstly / Secondly / Thirdly ...
First / Then / After that / Finally ...

Explain why something is interesting/significant

The information presented here today is important, as it shows ...
If we compare this year's figures with last year's, it is interesting to
note that ...

Establishing a bridge

So, first of all, I'd like to ...
Let's now move on to look at ...
This brings me to my next point.
My next point is ...
I'd now like to turn to ...

Linking with a previous point

As I mentioned earlier, ...
As I said at the beginning / in my introduction, ...
To go back to ...

Summarizing the main topics

To sum up, I'd like to say that ...
So, to conclude ...
In conclusion, we can see that ...
To summarize, I feel that ...

Making a strong final comment

It is clear from the figures presented here today that ...
Given the data/information I have presented, we can be certain
that ...

Thanking your audience

I appreciate your being here today and thank you for your
attention.
It has been a pleasure to be able to speak before you today, and I
thank you for your attendance.
Finally, I'd like to thank you for coming today.
Thank you for your attention.

Discussions

Introducing a topic

Today, I am going to talk about ...
First of all, I'd like to say / point out that ...

Moving on to another point

Moving on, ...
Let's move on to the second point.
The second point I want to make is ...

Inviting participation

Would you like to add something to that?
Would you like to comment on that?

Giving examples

For example, ...
To be more specific, ...
For instance, ...
Let me give you an example.

Clarifying comments

In other words, ...
Let me put it another way.
The point I want to make is ...

Asking for clarification

If I understood you correctly, you mean ...
I'm not sure I follow you. Could you explain that again, please?
Could you elaborate on this point?
Could you clarify your last point?

Interrupting

Let me interrupt for a minute.
Could I just come in at this point?
Can I add something here?

Redirecting the discussion

That's not really relevant.
Let's keep to the point.

Highlighting points

Let me emphasize at this point, that ...
I'd like to stress that ...
This underlines the fact that ...

Summarizing and concluding

To summarize ...
In summary ...
To conclude ...
In conclusion ...
The conclusions we can draw from this are ...
To sum up, ...
Right, let's sum up, shall we?
I'd like now to recap ...
Let's summarize briefly what we've looked at.
Finally, let me remind you of some of the points we've covered.
If I can just sum up the main points ...