

# 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 ...

## Giving opinions

### Asking for opinions/reactions

What do you think, (John)?  
How do you feel about that, (Hana)?  
I'd like to hear your view on this matter.  
What's your reaction to that?  
Where exactly do you stand on this issue?

### Giving strong opinions

I firmly believe that we should (introduce more ATMs).  
I'm absolutely convinced that we should (go ahead).  
There's no doubt in my mind that this would be the best solution.

### Giving neutral opinions

In my opinion, we should (install Sage).  
Personally, I think we should (expand our headquarters).  
I think we should (employ more administrative staff).  
As I see it, (the firm needs stricter financial procedures).

### Giving tentative opinions

It seems to me that we should (increase our range of services).  
I tend to think we should (reduce our overheads).

### Strong agreement

I completely agree.  
I'm in total agreement.  
Absolutely.

### Neutral agreement

I agree.  
I think you're right.

### Partial agreement

I would tend to agree.  
I agree in principle, but ...  
I agree to some extent, but ...  
By and large, I agree.  
I see your point, but ...

### Strong disagreement

(I'm afraid) I totally disagree with you / I disagree entirely.  
(I'm sorry,) I think you are mistaken.

## Presenting arguments

### Introducing your viewpoint

The first thing we have to consider ...  
The first thing to be considered ...  
One of the main arguments against / in favour of x is that ...  
There is no doubt that ...  
It is a fact that ...  
In my opinion, / Personally, / As far as I'm concerned, ...

### Agreement/disagreement

I agree/disagree with x when he/she writes/says that ...

### Partial disagreement

... but/however, ...  
... on the other hand, ...

### Definite agreement

I completely/totally agree with x.

### Neutral agreement

X may be correct/true  
a relevant point

## Linking ideas

### Writing in lists

firstly; secondly; thirdly; to begin with  
next; then; after that; finally; lastly

### Giving examples

for example; for instance; namely  
in particular; particularly; especially; mainly; chiefly  
In other words, ...; That is to say, ...  
as in the following examples; as follows; such as

### Expressing alternatives

On the one hand, ... , on the other hand, ...  
alternatively; rather; one alternative is ...  
Another possibility is ...; Another way of looking at this is ...  
by contrast; in comparison; on the contrary

### Expressing the same idea in a different way

To put it simply, ...  
In other words, ...; In this case, ...  
In view of this, ...  
Looking at this another way, ...

### Adding more information

besides; also; moreover; furthermore; in addition  
further; what is more; above all; as well as  
either; neither ... nor; not only ... but also  
in the same way; similarly; indeed  
regarding; as for; with respect to  
in reality; in theory; in fact

### Emphasizing/contrasting a point already made

however; nonetheless; although; though  
despite ...; in spite of ...; ... notwithstanding, ...  
While x may be true, ...

### Giving results

The result is ...; The consequence is ...  
so; hence; thus; resulting from  
accordingly; therefore; because of this  
due to ...

### Summarizing and concluding

To sum up, ...; To summarize, ...; In short, ...; On the whole, ...  
in brief; briefly; overall; thus  
My conclusion is, ...; To conclude, ...

## Handling questions

### Giving a positive response

That's a good / a tricky / a difficult / an interesting question.  
Thank you for asking that question. I can say that ...  
I'm glad someone asked that question.

### Clarifying a question

If I understand you correctly, you want to know ...  
You're asking me about ... . Is that right?  
Sorry, I didn't follow / catch the question.  
Could you repeat that for me, please?  
Could you clarify what you mean?  
In other words, you're asking ...

### Referring back

As I mentioned in the introduction, ...  
As I said in the first part of my presentation, ...  
As I said/explained at the beginning / earlier, ...  
I think I already mentioned that ...

### Checking your answer

Does that answer your question?  
Is that clear?  
Can we move on?