

Language Checklist

The end of the presentation

①

Ending the main body of the presentation

Right, that ends (the third part of) my talk.
That's all I want to say for now on ...

②

Beginning the summary and/or conclusion

I'd like to end by emphasising the main point(s).

I'd like to finish with ...

- a summary of the main points.
- some observations based on what I've said.
- some conclusions / recommendations.
- a brief conclusion.

③

Concluding

There are two conclusions / recommendations.

What we need is ...

I think we have to ...

I think we have seen that we should ...

④

Inviting questions and/or introducing discussion

That concludes (the formal part of) my talk.
(Thanks for listening) ... Now I'd like to invite your comments.

Now we have (half an hour) for questions and discussion.

Right. Now, any questions or comments?

So, now I'd be very interested to hear your comments.

Handling questions

Understood but difficult or impossible to answer
That's a difficult question to answer in a few words.

- It could be ...
- In my experience ...
- I would say ...
- I don't think I'm the right person to answer that. Perhaps (Mr Holmes) can help ...
- I don't have much experience in that field ...

Understood but irrelevant or impossible to answer in the time available

I'm afraid that's outside the scope of my talk / this session. If I were you I'd discuss that with ...

I'll have to come to that later, perhaps during the break as we're short of time.

Not understood

Sorry, I'm not sure I've understood. Could you repeat?

Are you asking if ... ?

Do you mean ... ?

I didn't catch (the last part of) your question.

If I have understood you correctly, you mean ... ? Is that right?

Checking that your answer is sufficient

Does that answer your question?

Is that okay?