

Language for presentations

Introductions

- What I'd like to do is to discuss
- What I intend to do is to explain
- In my talk today, ...
- My topic today is/The subject of this talk is
- Today, I'm going to talk about
- My colleagues & I are going to give a short presentation on
- Today I want to consider
- In this talk, I would like to concentrate on
- The purpose of this talk is to/This talk is designed to ...

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- I'm going to deal with three aspects of the subject.
 - I'm going to divide my presentation into three sections.
 - I've divided my presentation into three sections.
 - I thought it would be useful to divide my talk into three sections.
 - This subject can be looked at under the following headings:
 - I'll take about ... minutes.
 - The talk should last about ... minutes.
 - I'll be happy to answer questions at the end.
 - If you have any questions, I'll try to answer them afterwards.
 - If you have any questions, please feel free to interrupt.



Giving more info about a topic

- For example, ... For instance, ...
- And as proof of that, ...
- Remember
- You only have to think of
- *Emphasising* Furthermore What's more, ...
- This supports my argument that
- It follows, therefore, that

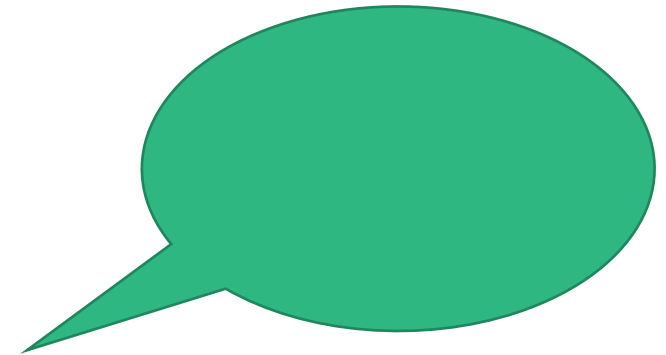


Changing to a different topic

- I'd like now to move on to /I'd now like to turn to
- Turning now to ... / Moving on now to
- Having looked at ..., I'd now like to consider
- Now, let's turn to / I now want to turn to
- The next point is
- Another interesting point is
- The next aspect I'd like to consider is

Referring back to an earlier point

- As I said at the beginning, ...
- In the first part of my talk, I said
- As I mentioned earlier, ...
- I told you a few minutes ago that



Concluding

- So
- We've seen that
- First we looked at ... and we saw that
- Then we considered ... and I argued
- In short
- In brief, we have looked at
- To sum up
- In conclusion, I'd like to emphasise that
- I think that covers most of the points.
- That completes my presentation.
- Thank you for your attention.

