

Introduction & Main Body

Introducing the main topic

I would like to begin by looking at ...

Let's get started, shall we?

So, let's begin...

Moving on to another part of the presentation

So, we've looked at... and now I'd like to...

Having looked at..., let's move on to...

Let's move on to...

Now, turning to...

Moving on now to...

Referring to other parts of the presentation

As I've already said...

I'd like to go back to something I mentioned earlier...

I'll come back to this in a moment

Referring to visuals

If you take a look at..., you will see that...

Please look at this..., which shows...

As you can see from this...

The next slide shows...

Rhetorical questions

How would you deal with this?

What did we learn from this?

What's the explanation for this?

How do we manage to do this?

How will this affect us?

Addressing the audience directly

I'm sure you'll all agree that...

Did you know that...?

You will all be aware that...

Expressing different options

We've considered two options

As I see it, we have three options. One is.... The other is....

There are two alternatives... The first is ..., and the second...

Highlighting advantages and disadvantages

What are the advantages? ... There are, however, some disadvantages...

The benefit of... is.... On the other hand, there are some problems too...

Emphasising important information

... is extremely important

... is totally unacceptable

What we mustn't do is...

We really must...

Giving explanations

This is due to...

There are two reasons for this. First,.... Second...

One reason for this is.... Another reason is...

Contrasting

However / on the other hand / although / in spite of this

Showing a consequence

Consequently / therefore / as a result

Providing additional information

In addition (to this) / moreover

Concluding a Presentation

Signal to end

That brings me to the end of my presentation
That completes my presentation
That covers all I wanted to say today

Summary

Let me sum up. Firstly, ..., secondly, ..., and finally
Let me just run over the key points again
At this stage, I'd like to go over the main points of this morning's presentation
I'd like to briefly summarise the main issues
To sum up...
So, as we've seen in the presentation today...

Recommendation

So, I would suggest that we...
My proposal would be to...
I'd like to propose...
We recommend...
In my opinion, the only way forward is...

Close

I'd like to leave you with the following thought/idea
I'd like to conclude by...
Thank you for your attention
Thank you for listening

Invitation for questions

I'd be glad to answer any questions you may have
Any questions?
So, let's throw it open to questions
Are there any questions?
I would welcome any comments or suggestions

Dealing with Questions

Welcoming a question

Go ahead

Certainly

Please do

That's a good question

That's interesting

Clarifying a question

Sorry, could you say that again, please?

I didn't quite catch that

I'm not sure what you're getting at

Could you go over that again?

When you say..., do you mean...?

If I understand you correctly, you're asking...

Showing you understand

Yes, I quite see your point

That's an accurate observation

I can understand your concern but...

Clearly that's important but...

You needn't worry about that. I can assure you that...

Expressing an alternative point of view

Yes, I see your point but I'm sure you will understand...

Well, I have some doubts about that

However, I know you'll appreciate...

On the other hand, if we consider...

Evading a question

Perhaps we could deal with that later

I don't have the figures with me

I'm afraid that's not my field

I'm sure Mr X could answer that question

I'm afraid I'm not able to answer that question at present

Checking satisfaction

Is that clear?

Does that answer your question?

May we go on?

Structure checklist

| |
|--|
| Greet the audience |
| Introduce yourself |
| Welcome the audience |
| Say what you are going to talk about and why |
| Outline the key points of your presentation |
| Explain how long the presentation will last and that you will deal with any questions at the end |
| Provide the main content of the presentation |
| Summarise what you have been talking about |
| Make a concluding remark |
| Deal with questions |
| Say farewell |

Visit <http://blog.tjtaylor.net/public-speaking>

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