

The Language of Presentations

The following phrases are “signalling devices” that you may find useful when giving presentations. They will help your audience to follow your presentation.

1. Introducing a topic

I'd like to begin by
Starting with....
First of all,.....
Let me start by saying.....
I'll start by....
My subject today is...

2. Signals

Firstly...secondly....thirdly...lastly...
First of all.....then....next...after that.....finally...
To start with....later...to finish up

3. Moving on

Let me turn now to..
Let's move on to....
Turning to....
I'd like now to....
Next....
Let's look now at....

4. Finishing a section

Right, I've told you about....
We've looked at...
That's all I have to say about....
So much for....

5. Introducing an example

For example....
A good example of this is....
To illustrate the point...

6. Concluding

Where does that take us?
Let's look at this in more detail.
Translated into real terms...
What does that mean for....?

7. Postponing

I'll deal with this later, if I may, but for now...
I won't comment on this now...
I'll come back to this question later in my talk.
We'll be examining this question in more detail later on.

8. Summarising

I'd like to sum up now...
Let me summarise briefly what I've said.
Let me remind you, finally, of some of the points I've made.
If I can just sum up the main points.