



USEFUL ENGLISH PHRASES FOR YOUR PRESENTATION

Tips For A Good English Speech



Clarity



Pace



Volume

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At the beginning of each presentation, you should welcome your audience. Depending on who you are addressing, you should extend a more or less formal welcome.

Examples

- ▣ Good morning/afternoon/evening, ladies and gentlemen/everyone.
- ▣ On behalf of “**Company X**”, allow me to extend a warm welcome to you.
- ▣ Hi, everyone. Welcome to “**Name of the event**”.

INTRODUCING THE SPEAKER

The level of formality of your welcome address will also apply to how you introduce yourself. Customize it to match your audience.

Examples

- ▣ Let me briefly introduce myself.
My name is “**John Miller**”
and I am delighted to be here today
to talk to you about...
- ▣ First, let me introduce myself.
My name is “**John Miller**”
and I am the “**Position**” of “**Company X**”.
Today I’d like to talk to you about...
- ▣ I’m “**John**” from “**Company Y**”
and today I’d like to talk to you about...





After the welcome address and the introduction of the speaker comes the presentation of the topic. Here are some useful introductory phrases.

Examples

- ▣ Today I am here to talk to you **about...**
- ▣ What I am going to talk about today **is...**
- ▣ I would like to take this opportunity to talk to you **about...**
- ▣ I am delighted to be here today to tell you **about...**
- ▣ I want to make you a short presentation **about...**
- ▣ I'd like to give you a brief breakdown **of...**



EXPLANATION OF GOALS

It is always recommended to present the goals of your presentation at the beginning. This will help the audience to understand your objectives.

Examples

- ▣ The purpose(s) of this presentation **is/are...**
- ▣ My objective(s) today **is/are...**

STRUCTURE

After presenting the topic and your objectives, give your listeners an overview of the presentation's structure. Your audience will then know what to expect in detail.

Examples

My talk/presentation is divided into “x” parts.



I'll start **with...**/First, I will talk **about...**/I'll begin **with...**,



then I will look at...,



next...,



and finally... .





STARTING POINT

After all this preparation, you can finally get started with the main part of the presentation. The following phrases will help you with that.



Examples

- ▣ Let me start with some general information **on...**
- ▣ Let me begin by explaining **why/how...**
- ▣ I'd like to give you some background information **about...**
- ▣ Before I start, does anyone know...
- ▣ As you are all aware...
- ▣ I think everybody has heard **about...**, but hardly anyone knows much about it.



If you have completed a chapter or section of your presentation, inform your audience, so that they do not lose their train of thought.

Examples

- ▣ That's all I have to say about...
- ▣ So, that is all about!

INTERIM CONCLUSION

Drawing interim conclusions is of utmost importance in a presentation, particularly at the end of a chapter or section.

Without interim conclusions, your audience will quickly forget everything you may have said earlier.



Examples

- ▣ To sum up...
- ▣ Let's summarize briefly what we have looked at.
- ▣ Here is a quick recap of the main points of this section.
- ▣ I'd like to recap the main points.
- ▣ Well, that's about it for this part. We've covered...



TRANSITION

Use one of the following phrases to move on from one chapter to the next.



Examples

- ▣ I'd now like to move on to the next part.
- ▣ This leads me to my next point, which **is...**
- ▣ Turning our attention now **to...**
- ▣ Let's now turn **to...**



EXAMPLES

*Frequently, you have to give examples in a presentation.
The following phrases are useful in that respect.*

Examples :

- ▣ For example/ For instance,...
- ▣ A good example of this is...
- ▣ As an illustration,...
- ▣ To give you an example,...
- ▣ To illustrate this point...

DETAILS

In a presentation, you may often need to provide more details regarding a certain issue. These expressions will help you to do so.



Examples

- ▣ I'd like to expand on this aspect/problem/point.
- ▣ Let me explain more **about...**
- ▣ Let me elaborate further **on...**

LINKS

If you want to link to another point in your presentation, the following phrases may come in handy.

Examples

- ▣ As I said at the beginning,...
- ▣ This relates to what I was saying earlier **about...**
- ▣ Let me go back to what I said earlier **about...**
- ▣ This ties in with...

REFERENCE TO THE STARTING POINT



In longer presentations, you run the risk that after a while the audience may forget your original topic and objective. Therefore, it makes sense to refer to the starting point from time to time.

Examples

- ▣ I hope that you are a little clearer on how we can...
- ▣ To return to the original question, we can...
- ▣ Just to round the talk off, I want to go back to the beginning when I...
- ▣ I hope that my presentation today will help with what I said at the beginning.



REFERENCE TO SOURCES

In a presentation, you frequently have to refer to external sources, such as studies and surveys. Here are some useful phrases for marking these references.

Examples

- ▣ Based on our findings,...
- ▣ According to our study,...
- ▣ Our data shows/indicates...



GRAPHS AND IMAGES

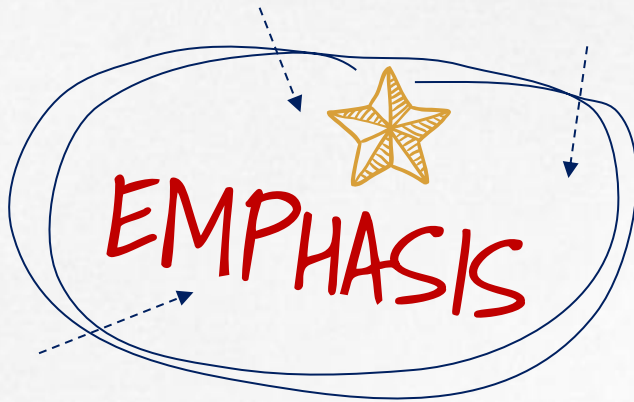
Presentations are usually full of graphs and images.

Use the following phrases to give your audience an understanding of your visuals.



Examples

- ▣ Let me use a graphic to explain this.
- ▣ I'd like to illustrate this point by showing you...
- ▣ Let the pictures speak for themselves.
- ▣ I think the graph perfectly shows **how/that...**
- ▣ If you look at this table/bar chart/flow chart/line chart/graph, you can see **that...**

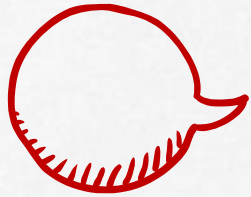


To ensure that your presentation does not sound monotonous, from time to time you should emphasize certain points. Here are some suggestions.

Examples

- ▣ It should be emphasized that...
- ▣ I would like to draw your attention to this point...
- ▣ Another significant point is that...
- ▣ The significance of this is...
- ▣ This is important because...
- ▣ We have to remember that...





PARAPHRASE

At times it might happen that you expressed yourself unclearly and your audience did not understand your point. In such a case, you should paraphrase your argument using simpler language.

Examples

- ▣ In other words,...
- ▣ To put it more simply,...
- ▣ What I mean to say is...
- ▣ So, what I'm saying is....
- ▣ To put it in another way.....

QUESTIONS DURING THE PRESENTATION



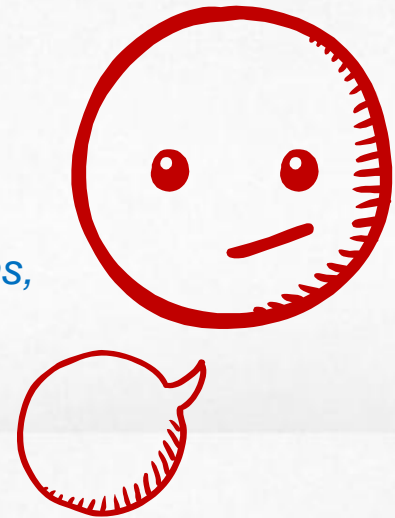
*Questions are an integral part of a presentation.
These phrases allow you to respond to questions
during a presentation.*

Examples

- ▣ Does anyone have any questions or comments?
- ▣ I am happy to answer your questions now.
- ▣ Please feel free to interrupt me if you have questions.
- ▣ If you have any questions, please don't hesitate to ask.
- ▣ Please stop me if you have any questions.
- ▣ Do you have any questions before I move on?
- ▣ If there are no further questions at this point, I'd like to...

QUESTIONS AT THE END OF A PRESENTATION

To ensure that a presentation is not disrupted by questions, it is advisable to answer questions at the very end. Inform your audience about this by using these phrases.



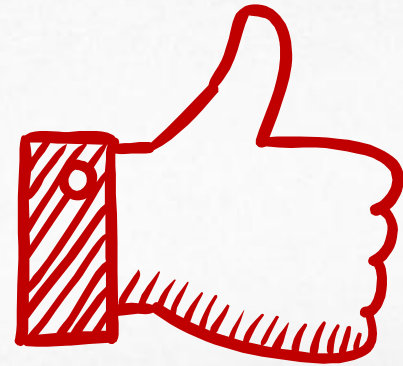
Examples

- ▣ There will be time for questions at the end of the presentation.
- ▣ I'll gladly answer any of your questions at the end.
- ▣ I'd be grateful if you could ask your questions after the presentation.



INQUIRIES

After answering a question from the audience, check that the addressee has understood your answer and is satisfied with it.



Examples

- ▣ Does this answer your question?
- ▣ Did I make myself clear?
- ▣ I hope this explains the situation for you.



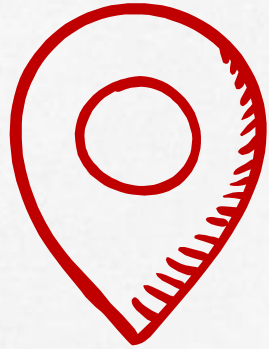
UNKNOWN ANSWER



Occasionally, it may happen that you do not have an answer to a question. That is not necessarily a bad thing. Simply use one of the following phrases to address the fact.

Examples

- ▣ That's an interesting question. I don't actually know off the top of my head, but I'll try to get back to you later with an answer.
- ▣ I'm afraid I'm unable to answer that at the moment. Perhaps, I can get back to you later.
- ▣ Good question. I really don't know! What do you think?
- ▣ That's a very good question. However, I don't have any figures on that, so I can't give you an accurate answer.
- ▣ Unfortunately, I'm not the best person to answer that.



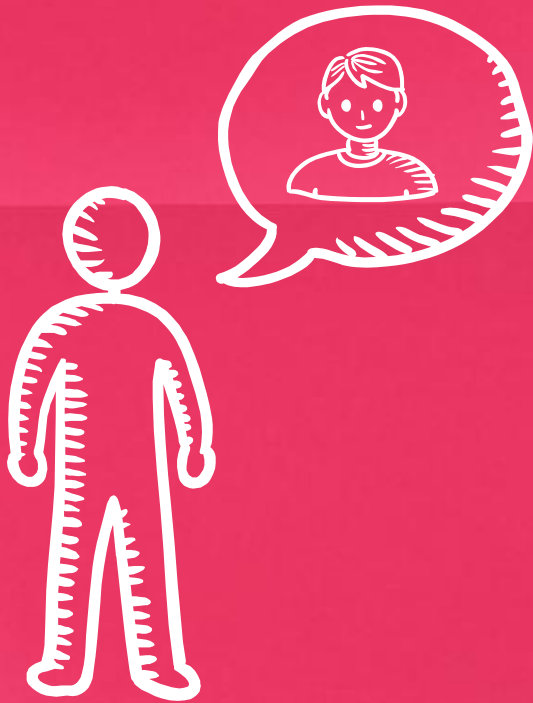
SUMMARY AND CONCLUSION

*At the end of the presentation,
you should summarize the important facts once again.*

Examples

- ▣ I'd like to conclude **by...**
- ▣ In conclusion, let me sum up my main points.
- ▣ Weighing the pros and cons, I come to the conclusion **that...**
- ▣ That brings me to the end of my presentation.
Thank you for listening/your attention.
- ▣ Thank you all for listening. It was a pleasure being here today.
- ▣ Well, that's it from me. Thanks very much.
- ▣ That brings me to the end of my presentation.
Thanks for your attention.

HANDING OVER



If you are not the only speaker, you can hand over to somebody else by using one of these phrases.

Examples

- ▣ Now I will pass you over to my colleague **'Jerry'**.
- ▣ **'Jerry'**, the floor is yours.

Thanks!

Any questions?