

Presentations - Useful phrases

Starting a presentation ...

- Today, I'd like to talk about ...
- The topic of my presentation today is ...

Why you are giving this presentation ...

- I'd like to give you (further) information about ...
- The aim / purpose of my presentation is to provide you with details about / on ...
- My objective is to ...

Introducing topics or sub-topics / Pointing out the structure ...

- Let me begin by explaining why / how ...
- I've subdivided / divided my presentation into three parts:
- My presentation / talk will be structured as follows: ...
- My presentation / talk consists of three parts: ...
- The main points I will be talking about are firstly ... secondly ... next / finally
- First / Now I want to talk about ...

Adding / Contrasting / Emphasizing / Referring to ideas ...

- Let's move on to ...
- This leads me to the issue / problem / question of ...
- As I already indicated ...
- Another aspect / point is that ...
- As you probably know ...
- As I mentioned before / earlier ...
- In addition to that ... / Additionally,
- A further aspect which has to be taken into consideration / account ...
- ... but we have to consider a further aspect ...
- By the way, ...
- Talking about ... one has to mention the problem of ...
- It goes without saying that ...
- Despite the fact that ... / In spite of the fact that ...
- Strictly speaking, this is a problem of ...
- To go into detail(s) ... / I don't want to go into details but ...
- In a way ... / In a sense ... / ... so to speak
- In this respect ...
- On the one hand, ... on the other hand ...
- I'd like to point out / emphasize [emphasise] / stress / underline that ...
- This refers to ...
- The fact is that ... / The truth is that ...
- It is worth pointing out that ...
- As far as ... is / are concerned / Concerning the ...

Final thoughts on a topic / sub-topic

- This proves that ...
- The reason is that ...
- The result of this is that ...
- It's because ...
- In other words, ...
- I want to repeat that ...
- I'd (just) like to add ...

Summarizing or repeating the main points / Conclusion

- I'd like to recap the main points of my presentation
 - o first I covered

- then we talked about
- finally we looked at
- I'd no like to sum up the main points which were: ...
- To sum it up ...
- As a conclusion ...

Pictures and graphics ...

- overhead projector (OHP), overhead transparency (OHT)
- I'd like to illustrate this by showing you ...
- Let me use a graphic to explain this ...
- As you can see from this slide/graph ...
- Let's have a look at this slide/graph ...