

LET - Academic Writing & Language

Useful Language to Use in Presentations [Fact sheet]

When you are making a presentation, it is useful to **signpost** the structure of your presentation. This helps your audience to follow what you are saying, and to see the links between the different sections of your presentation. Here are some useful phrases to help you to do this:

IN THE INTRODUCTION

"In this talk, I will look at **three** main issues. **Firstly**, **Secondly**, and **finally**..."

"I'd like to **start** by giving the background to this topic, and then **move on** to discuss the most serious issue relating to it, which is..."

"The **subject** of this presentation is ...and **I'm** going to focus on ..., while my **colleague X** will focus on... Our group **will conclude** with a summing up of key points presented by Y."

"I'm going to deal with **four aspects** of the topic, **starting** with..., and then **moving on** to...and **lastly, concluding by**..."

IN THE CONCLUSION

"**In conclusion**, I would like to..."

"**To summarise the key points** my colleagues have already mentioned: ..."

"I'd like to **conclude** by emphasising that..."

FOR LINKING SECTIONS

"I'd now like to **move on** from the problems to their causes..."

"So how does this effect relate to the effect that **I mentioned earlier**?"

"**Let's move now from** this theory to a very different one."

"**Having described this problem**, I'd now like to **turn to** some possible solutions."

"Perhaps I should clear up one key point, before **moving on** to the next issue."

"This **brings me** to my next point."

FOR REFERRING TO VISUALS

"If you **look at** this map/chart/photo, you will see..."

"As **we can see** in this bar chart, there are..."

"If **we look carefully**, we can see that this photo actually **shows that**..."

FOR REPETITION

"So, to summarise these points..."

"In other words..."

"The key points so far are ..."

"As we have seen..."

"As I have explained..."

FOR PERSONALISING AND INVOLVING YOUR AUDIENCE

Rhetorical questions (Questions that do not require an answer, but make your audience ask themselves the question)

"**What do you think** the advantages of this approach might be?"

"**Have you ever** been in this situation yourself?"

"**How would we react** if this happened to us?"