



# Useful language for presentations

## 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... Y will conclude with a summing up of key points.*
- *I'm going to deal with four aspects of the topic, starting with..., and then moving on to...Lastly, concluding by ...*

## FOR LINKING SECTIONS:

- *I'd now like to move on from the problems to their causes...*
- *So how does this effect relate to the event 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.*
- *... which brings me to my next point ...*

## FOR REFERRING TO VISUALS:

- *If you look at this table, you will see...*
- *As can be seen in this bar chart, there are...*
- *If we look carefully, we can see that this image actually shows that...*
- *... as is clearly depicted on the graph.*

**RHETORICAL QUESTIONS** (rhetorical questions do not require an answer, but will make your audience ask themselves the question, thus engaging them):

- *What are the advantages of this approach?*
- *You may be wondering, what would be the most effective way of dealing with this?*
- *How might a company respond to such a situation?*
- *If this policy was implemented, what effects would it have?*

## FOR SUMMARISING / RE-ITERATING:

- *To summarise the key points thus far: ...*
- *As we have seen...*
- *As I have explained... / As X explained ...*
- *To look at it another way ...*
- *In other words, ...*

## IN THE CONCLUSION:

- *In conclusion, I would like to...*
- *I'd like to end with a summary of the main points.*
- *I'd like to conclude by emphasising ...*
- *This brings us to the end of our presentation.*
- *So now, I'd be very interested to hear your comments.*
- *If you have any questions, we'd be pleased to answer them.*