

Language for Presentations

Language Function/Strategies	Language Forms
Saying hello	Good morning, ladies and gentlemen. Good afternoon, everyone. Right,....
Introducing yourself	My name is... and I'm from X group... I'm and I'm representing Group A...
Expressing purpose	My purpose/objective/aim today is.... What I want to do this morning is... I'm here today to...
Signposting	This talk is divided into four main parts: First,../ Let me begin with/To start with/Firstly, I'd like to look at... Then, I'll be talking about ... Thirdly,..../My fourth point will be about... Finally, I'll be looking at...
Schedule	My/Our presentation/talk will take/last about 20 minutes. Once I have explained what it is that we are selling, my teammate will answer any questions about price and availability....
Inviting questions	If anyone has any questions, please feel free to interrupt at any time. If you have any questions, please stop me at any time, and I will be happy to answer them. Please stop me at any time if you have any questions.
Discouraging questions	At the end of my talk, there will be a question and answer session. I would appreciate it if you would ask your questions then. I'll be happy to answer any questions you have at the end of my presentation.
Asking check-up questions	Are you with me so far? Is everyone with me? Is that clear to everyone? Before I go on, are there any questions about...?
Moving on	Let's now move on to/turn to... I now want to go on to... This leads/brings me to... I'd now like to move on to/turn to... So far we've looked atNow, let's look at...
Using rhetorical questions	What should we do? (<i>pause</i>) How much would it cost? (<i>pause</i>)
Giving examples	Let me give you an example. such as... for instance...
Summarizing	What I'm trying to say is... Let me just try and sum that up before we move on to...
Making comparisons	It's as if.. It's like..
Painting word pictures	Imagine... Suppose... Just try to imagine this situation....
Using Visual Aids	I'd like you to look at this.. Let me show you.../As you can see... If you look at the screen, you'll see...

Using Visual Aids (continued)	This table/diagram/chart/slide shows... On the right/left you can see... Have a look at... I'll let you read this one. (<i>pause</i>)
Stressing a point	It is very important that we... We must... (other examples of ways to stress a point include stretching vowels, using adverbs like <i>really</i> , <i>extremely</i> , <i>completely</i> , <i>very</i> etc, repeating words, stressing certain words by saying them slower or louder)
Summing up	So, to sum up,... To summarise,... To recap,... Let me now sum up.
Concluding	Let me end by saying... I'd like to finish by emphasizing.. In conclusion, I'd like to say... Finally, may I say...
Making a recommendation	So, what I would suggest is that we... So, I would recommend that...
Handouts	I'll be distributing the handouts in a few moments. The handouts are over by the door. Copies of my slides will be given out in a minute...
Questions at the End	If you have any questions or comments, I'll be happy to answer them. Are there any more questions? I'll be happy to answer any questions, but I'd like to hold the last few minutes for a summary. If anyone has any questions or comments to start us off ...
Closing	Thank you for your attention/time. Thank you for listening. Thank you very much.