

### **Greeting the audience**

- Good morning/afternoon, ladies and gentlemen.
- Good morning/afternoon, everyone.

### **Expressing the purpose**

- My purpose/objective/aim today is...
- What I want to do this morning/afternoon/today is...
- I'm here today to...

### **Giving the structure**

- This talk is divided into four main parts.
- To start with/Firstly, I'd like to look at...
- Then/Secondly, I'll be talking about...
- Thirdly...
- My fourth point will be about...
- Finally, I'll be looking at...

### **Giving the timing**

- My presentation/talk/lecture will take/last about 20 minutes.

### **Handling questions**

- At the end of my talk, there will be a chance to ask questions.
- I'll be happy to answer any questions you have at the end of my presentation.

### **Visual aids**

- As you can see here...
- Here we can see...
- If we look at this slide...
- This slide shows...
- If you look at the screen, you'll see...
- This table/diagram/chart/slide shows...
- I'd like you to look at this...
- Let me show you...
- Let's (have a) look at...
- On the right/left you can see...

### **Transitions**

- Let's now move on to/turn to...
- I now want to go on to...
- This leads/brings me to my next point, which is...
- I'd now like to move on to/turn to...
- So far we have looked at... Now I'd like to...

### **Giving examples**

- Let me give you an example...
- Such as...
- For instance...
- A good example of this is...

### **Summarising**

- What I'm trying to say is...
- Let me just try and sum that up before we move on to...
- So far, I've presented...

### **Digressing**

- I might just mention...
- Incidentally...

### **Summing up**

- Summing up...
- To summarise...
- So, to sum up...
- To recap...
- Let me now sum up.

### **Concluding**

- Let me end by saying...
- I'd like to finish by emphasising...
- In conclusion, I'd like to say...
- Finally, may I say...

### **Closing**

- Thank you for your attention/time.
- Thank you (for listening/very much).

### **Questions**

- If you have any questions or comments, I'll be happy to answer them now.
- If there are any questions, I'll do my best to answer them.
- Are there any more questions?