Presentation Language Phrases

Here are a range of signposting language you can use in your presentations:

1. Introducing the topic
The aim of this presentation is…
My presentation today is about…
Today I'd like to talk about…

2. Listing the points
My talk will be in two (three, four) parts: First,…after that,… then,… finally,…
Firstly,… Secondly,… Thirdly,… Finally,…
I'll begin by looking at… Then, I'll move on to…Towards the end I'll ……

3. Changing the topic
Now I'd like to turn to… / Now let's look at… / Moving on to…..

4. Focusing your audience's attention
What is interesting/important is… / Notice/Observe that…

5. Referring backwards/forwards
I mentioned earlier… / We'll come back to this point later…

6. Referring to visuals
Looking at the chart you can see… / As you can see from the graph… / The graph/chart shows…

7. Checking understanding
Is that clear? / Any questions?

8. Speaker's attitude
I believe/think that… / It seems to me that… / The point I'm trying to make here is...
It's important/interesting to notice…

9. Referring to common knowledge
As you know…. / As I'm sure you are aware…

10. Ending the presentation
So, to sum up… / In conclusion, we can say that…
If you have any questions, I'll be pleased to answer them.

11. Dealing with questions
Thank you for your question... / That's a great question…
What I found in my research was...
When I investigated this, I discovered that...
Let me take you back to slide.... where I discussed...
I'll try and answer this, but the question is a little more in depth than I've researched.
If I've understood you correctly, you're asking me...