

## Useful language for presentations in English

by Prof. Ms. Victor Strazzeri

### Starting up

On behalf of myself and \_\_\_\_\_, I'd like to welcome you/thank you.

I'm going to tell you about...

I'd like to outline....

In this presentation, I'll seek to discuss...

### Giving a plan of your talk

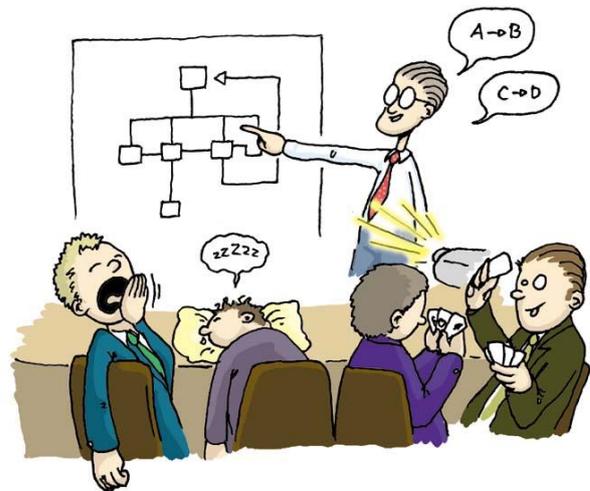
I've divided my presentation into X parts...

My talk is in X parts....

(firstly, secondly, thirdly, finally, then, after that)

I'll conclude by...

I'll wrap it up by...



### Inviting questions

If there's anything you're not clear about...

If you have any questions....

You are free to ask questions throughout the presentation. Just raise your hand.

I'd kindly ask you to save your questions and doubts for the end of the presentation.

### Five ways to start a presentation effectively

- a) Tell a personal story
- b) Offer an amazing fact
- c) Use a quotation
- d) Ask a question
- e) State a problem

## Referring to other information and visuals

I'll give you some background so as to...

Let's start with the background.

Let's begin by recollecting some useful facts.

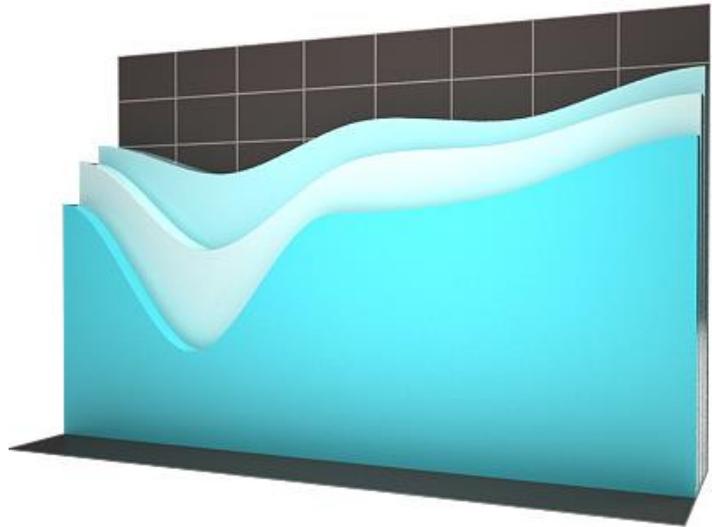
As you know...

As you are (well) aware,...

If you look at the graph on the screen...

Could I draw your attention to the  
chart/graph/slide...

I'll ask you now to consider the  
information in the graphs for a minute...



## Concluding

To sum up,...

To summarize,...

I'll end my talk by...

Well, that's all. Thanks very much for your attention.

Thanks for listening and don't refrain from asking questions or making comments.

## Other useful strategies

1. Asking rhetorical questions

(So why is X such a crucial matter? So why should we worry about X?)

2. Referring back and looking forward

(As I said a few minutes ago, as I said/mentioned earlier/I'll delve into this a little later in my talk, I'll outline these later in my presentation)

3. Use of repetition

4. Start **strong** and **finish with a bang**.