

Useful Language for Presentations

<p>Welcoming the audience</p> <p><i>Good morning everyone.</i> <i>Hello everyone.</i> <i>As you (might) know, I'm...</i> <i>Let me start by introducing myself/my group.</i></p>	<p>Introducing the topic</p> <p><i>We're going to talk to you today about...</i> <i>Today's presentation is about...</i> <i>In our presentation, we're going to...</i></p>
<p>Providing an overview / structure</p> <p><i>Our presentation is divided into the following sections...</i> <i>We'll be talking about the following points...</i></p>	<p>Sequencing</p> <p><i>First, we'll begin by..., second..., and then...</i></p>
<p>Questions</p> <p><i>Feel free to ask questions anytime during the presentation.</i> <i>We'll have time at the end for questions.</i></p>	<p>Grabbing the audience's attention (openings)</p> <p><i>According to an article I read recently...</i> <i>Did you know...?</i> <i>How many of you have ever...?</i> <i>Imagine you had to...</i></p>
<p>Transitions in the middle part</p> <p><i>Yasu just told you about... now I will focus on...</i> <i>So, in this part of the presentation, I'd like to talk about...</i> <i>So, that's the background, let's move on to...</i> <i>Now let's turn to...</i> <i>Now let's take a look at...</i></p>	<p>Referring to visuals</p> <p><i>This slide shows...</i> <i>Let's take a look at the map/diagram...</i> <i>As you can see here....</i></p>
<p>Going back</p> <p><i>As Hiroko mentioned earlier...</i> <i>As Anna already explained...</i> <i>As we pointed out in the first section/part...</i></p>	<p>Indicating the end of your talk</p> <p><i>As a final point, I'd like to...</i> <i>Finally, I'd like to highlight one key issue...</i> <i>To conclude, I'd like to...</i> <i>This brings us to the end of our presentation.</i></p>
<p>Inviting questions</p> <p><i>Are there any questions?</i> <i>And now we have time for a few questions.</i></p>	<p>Clarifying questions</p> <p><i>I'm sorry could you repeat your question?</i> <i>So, in other words, you'd like to know...</i> <i>Does that answer your question?</i></p>
<p>Admitting you don't know</p> <p><i>Sorry I don't know that off the top of my head.</i> <i>That's a good question. I'm not really sure.</i></p>	