

Welcoming

- *Good morning and welcome to [name of company, name of conference hall, hotel, etc.].*
- *Thank you all very much for coming today.*
- *I hope you all had a pleasant journey here today.*

Introducing yourself

- *My name is Mark Watson and I am responsible for*
- *My name is Mark Watson from [name of company], where I am responsible for*
- *Let me introduce myself; my name is Mark Watson and I am responsible for*

Introducing your presentation

- *The purpose of today's presentation is to*
- *The purpose of my presentation today is to*
- *In today's presentation I'd like to ... show you ... / explain to you how*
- *In today's presentation I'm hoping to ... give you an update on... / give you an overview of*
- *In today's presentation I'm planning to ... look at ... / explain*

You can also outline your presentation to give the audience a clear overview of what they can expect:

- *In today's presentation I'm hoping to cover three points:*
- *firstly, ..., after that we will look at ..., and finally I'll*
- *In today's presentation I'd like to cover three points:*
- *firstly, ..., secondly ..., and finally*

Explaining that there will be time for questions at the end

- *If you have any questions you'd like to ask, please leave them until the end, when I'll be happy to answer them.*
- *If there are any questions you'd like to ask, please leave them until the end, when I'll do my best to answer them.*

Starting the presentation

- *To begin with*
- *To start with*
- *Let's start by looking at*
- *Let's start by looking at*
- *I'd like to start by looking at*
- *Let's start with / start by looking at*

Closing a section of the presentation

- *So, that concludes [title of the section]*
- *So, that's an overview of*
- *I think that just about covers*

Beginning a new section of the presentation

- *Now, let's move on to*
- *Now, let's take a look at*
- *Now I'd like to move on to*
- *Next I'd like to take a look at*
- *Moving on to the next part, I'd like to*
- *Moving on to the next section, let's take a look at*

Concluding and summarising the presentation

- *Well, that brings us to the end of the final section. Now, I'd like to summarise by*
- *That brings us to the end of the final section. Now, if I can just summarise the main points again.*

- *That concludes my presentation. Now, if I can just summarise the main points.*
- *That's an overview of ... Now, just to summarise, let's quickly look at the main points again.*

Finishing and thanking

- *Thank you for your attention.*
- *That brings the presentation to an end.*
- *That brings us to the end of my presentation.*
- *Finally, I'd like to finish by thanking you (all) for your attention.*
- *Finally, I'd like to end by thanking you (all) for coming today.*
- *I'd like to thank you (all) for your attention and interest.*

Inviting questions

- *If anyone has any questions, I'll be pleased to answer them.*
- *If anyone has any questions, I'll do my best to answer them.*
- *If anyone has any questions, please feel free to ask them now.*
- *If anyone has any questions, please feel free to ask them and I'll do my best to answer.*

Referring to a previous point made

- *As I mentioned earlier ...*
- *As we saw earlier ...*
- *You may recall that we said ...*
- *You may recall that I explained ...*

Dealing with (difficult) questions

- *I'll come back to that question later if I may.*
- *I'll / We'll come back to that question later in my presentation.*
- *I'll / We'll look at that point in more detail later on.*
- *Perhaps we can look at that point at the end / a little later.*

Other phrases and key presentation language

[word, phrase]	[meaning, function]
<i>briefly</i>	... 'very quickly'
<i>take a look at</i>	... 'look at'
<i>take a brief look at</i>	... 'quickly look at'
<i>return to</i>	... 'go back', 'explain again'
<i>I'll outline</i>	... 'I will explain'
<i>here we can see</i>	... to draw attention to a specific point on a slide
<i>as you can see here</i>	... to draw attention to a specific point on a slide
<i>(let's) move on to</i>	... to start a new subject
<i>(let's) continue with</i>	... to start a new subject
<i>(let's) continue by looking at</i>	... to start a new subject
<i>to illustrate this point</i>	... when giving an example
<i>let's, we can, we will</i>	... using 'we' and 'us' instead of 'I' connects you to your audience