



# My presentations phrasebook

form

name

## How to start

Hello everyone. / Hi everyone.

Good morning, everyone.

Welcome to my presentation.

The topic of my talk is .....

I would like to tell you something about ....

Let me give you some information about ....

Today I'm going to talk about.....

## Structure

My talk has got ..... parts.

I have divided my talk into ... parts. First, I'm going to tell you..., then I'll talk about.... [...] and finally I'll .....

The first part is about..., the second one will deal with ... [...] and the last one .....

## Rounding off / Saying thanks

OK, I'm at the end of my talk now.

And this brings me to the end of my talk.

I hope my talk has been interesting.

Are there any questions now?

Thank you for your attention.

Thanks for listening.

## Organisation

Please interrupt me / stop me if you have any questions.

Please tell me if I don't speak loudly or clearly enough.

Please tell me to slow down if I speak too quickly.

Please feel free to ask questions.

I have prepared a handout for you.

## Summarizing / Concluding

So, let me sum up what I've said.

So, in conclusion we can say that ....

Let me summarize the main points

of my presentation.

## Feedback

Are you still with me?

Am I going too fast?

Do you want me to explain ... again?

Can we move on to the next point?

Can you hear me at the back?

Do you want me to repeat ....?

## Moving on

Here's my first point.

OK then, on to my next point.

Let's look at ..... now.

This brings me to my next point.

Next, I'd like to have a look at...

Let's move on to my next point.

## Explaining

Let me give you an example.

Let me illustrate this point with....

Here is an example of what I mean.

Let's have a closer look at this.