



ENGLISH FOR UNIVERSITY. COM

English language preparation and support for international students at university and college

Presentation Phrasebook

Version 1.0

Academic English material from *English for University. Com*

Giving a presentation

This phrasebook presents useful phrases to help you perform the functions listed below:

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|---|---|
| Phrases for your introduction | <i>Greeting your audience</i> |
| | <i>Introducing yourself</i> |
| | <i>Giving the topic of your presentation</i> |
| | <i>Justifying the topic of your presentation</i> |
| | <i>Giving the outline of your presentation</i> |
| Phrases for the main parts of your presentation | <i>Introducing your first main point</i> |
| | <i>Referring to research</i> |
| | <i>Referring to visual data</i> |
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| | <i>Analysing an argument</i> |
| | <i>Emphasizing important points</i> |
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| Phrases for managing questions | <i>Asking for questions</i> |
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| | <i>Dealing with difficult questions</i> |
| | <i>Asking questions to the presenter</i> |

Introduction

Greeting your audience, introducing yourself and giving the topic of your presentation

Good morning. My name's and I'm going to talk about ...

Good morning everybody. Thank you for coming to my talk today. My name is and I'm from ...

Hello. I'm and welcome to my presentation about ...

Hello. My name's and today I'm going to be talking about ...

I'd like to start by introducing myself. My name's ... and the topic for my presentation today is ...

The theme of my talk is ...

My presentation this morning concerns ...

This afternoon I would like to talk to you about ...

I shall be looking at the following areas: ...

What I'd like to do is to discuss ...

I intend to discuss ...

I hope to consider the main issues around ...

This morning I am going to talk about an issue which concerns everyone ...

This presentation focuses on the issue of...

Justifying the topic of your presentation

There are many concerns regarding ...

... has been the subject of much debate recently and this is the topic of my presentation.

Recent research has shown that...

Did you know.....? This is the reason for my talk today.

... and this is the theme for my presentation today.

... so the purpose of my presentation today is to inform/discuss/present/analyse ...

... is a growing problem in the world. For this reason I intend to focus on the issue of ...

Giving the outline of your presentation

Firstly, I'm going to look at ...

Secondly, I'll move on to the issue of ...

Then I'll move on to examine ...

Lastly/Finally, I'll look at / focus on ...

I have divided my talk into the following main areas: ...

I am going to divide my presentation into two main parts. First I'm going to describe ...

and then I'll move on to look at ...

And in this part of my presentation I'll be showing you some data/charts/tables ...

I'll also try to explain my findings ...

In the third part of my presentation I'll put forward some ideas about ...

I'll also be offering some recommendations on how we can solve/address/tackle the issues of ...

...then I'm going to suggest some possible measures to solve these difficulties.

We'll finish off with a question and answer session.

My talk will last about minutes and there'll be time at the end for questions.

At the end of my talk, which will last about ten minutes, I'll be happy to answer any questions you may have.

If you have any questions please do not hesitate to ask.

Please just put your hand up if you would like to ask a question.

I'd like the presentation to be as interactive as possible, so please chip in as we go along.

I've got quite a lot to get through, so I'd appreciate it if you kept your questions until the end of the presentation.

I'm happy to let you have any of the slides or information in my presentation if you would like.

If you leave your contact details I'll be happy to send you any of the information here.

Main Parts

Introducing your first main point

Now, I'm going to start by ...

Now I'd like to focus on ...

First we're going to look at ...

Let's start with ...

The first problem I'd like to focus on is that of ...

Turning then to my first point, ...

To begin with I'd like to say a few things about...

I'd like to begin by ...

OK, so let's start by looking at

I'd like to take a minute or two to define what exactly we mean by ...

I'd like to mention three points here, ...

Referring to research

Researchers have identified three key issues here, they are ...

Researchers have shown quite conclusively that ...

A number of recent studies, notably the ones by ... and ..., have shown that ...

A number of studies have shown that ...

A study by ... shows that ...

Research suggests/indicates that ...

According to ...

Figures from ... show/suggest/indicate that ...

A very interesting study by ... shows that...

The study by ... is on your reading list and I encourage you to take a look at it. Basically, what he found was that ...

One of the most interesting studies carried out in this area by ... showed that ...

Referring to visual data

If you look at this table you can see that ...

The data here shows that...

Please take a handout and pass them on.

There are some handouts coming round on ...

Presenting a point of view

Those in favour of ... argue that ...

Advocates of ... claim that ...

Some people claim that ... but others ...

Most people/scientists would argue that ...

I think it's fair to say that ...

Personally, I think there is overwhelming evidence that ...

Evidence does seem to show that ...

Analysing an argument

Let's take a closer look at the argument put forward by ... His main contention is that ... but he fails to consider ...

Even if we accept the point that ... that still leaves the question of ...

The argument put forward by ... doesn't explain ...

The weakness in this argument is that ...

This point of view is very appealing because ...

Emphasizing important points

It must be remembered that ...

One of the most important things to remember is that ...

It should be emphasised that ...

I would like to draw your attention to this point ...

Losing your way

Now, where was I? Oh yes, ...

If you'll bear with me for a moment while I just glance at my notes, right, ...

Erm, I'll just need a minute to sort out the technology and I'll be with you ...

Moving to another main point

OK, so now I'd like to turn to my next point, which is ...

Moving on, I'd like to take a look at

Now I'd like to move on to ...

Now let's turn to the issue of ...

I'll come back to that issue later...

I want to turn now to ...

Turning now to ...

Moving on now to ...

Having looked at let's now think about ...

My next point is in regards to ...

That brings me to ...

My final point is in regard to...

Making recommendations

Now I'd like to look at some of the measures that can be taken to alleviate the problems of ...

In order to solve these problems, the following action should be considered: ...

Firstly, the government should ...

The most important thing that should be done to combat the problem of ... is...

Other possible solutions would be to ...

Conclusion

Summarising your main points and making conclusions

To conclude my presentation, ...

In conclusion, ...

To summarise the main points of my presentation ...

In view of the evidence I have presented I think it is fair to say that ...

After all is said and done I think we can conclude that ...

This is clearly a very complex issue but on the strength of the evidence I have seen I would say that .../it seems that ...

Finishing your presentation

OK we're coming to the end of the presentation so I'd just like to thank you for listening ...

OK. That bring us to the end of my presentation.

Thank you for listening.

I hope you found it interesting.

Questions

Asking for questions

Would anyone like to ask any questions?

I'm ready to take any questions now.

If anyone has questions I'll be happy to answer them.

Answering questions

Thanks for your question ...

Good question. I think ...

That's an interesting question! As I see it ...

Yes, that's an interesting point ...

Dealing with difficult questions

Hmm, that's a good question. I don't have the information to answer that question right now, but I'd be happy to find out and get back to you later.

I don't think we have enough time to go into that right now, but I'll be happy to speak to you one-to-one after the presentation if you would like.

That's an interesting point, but I do think I have shown that ...

Asking questions to the presenter

Excuse me. Can you say a bit more about ...

Can you repeat your point about ...

Excuse me. I have a question about ...

I didn't catch what you said about Can you repeat it please?

Are you saying that ...?

Can you suggest some reading on that topic?