

# Opening

## Greeting and Self-Introduction

- On behalf of..., may I welcome you to... My name's... and I'm responsible for...
- Let me introduce myself. I am... I am a...
- Before I continue, let me tell you something about myself.
- Morning everyone. Thanks for coming. My name is... and I'm in charge of...
- For those who don't know me, my name is... and I'm...
- Morning everyone. I'm... I'm a... at...

## Introducing the Subject

- Today I would like to give you a general overview of...
- Today, I'm going to bring you up to date with...
- The reason we are here today is to...
- Today, I'm going to tell you...
- What I am going to do today is review...

## Stating the Purpose

- My purpose today is to...
- My objective today is to...
- I want to open your eyes on...
- Let's disclose the secrets of...
- What I would like to do today is to explain... / to illustrate... / to give you the essential background information on... / to outline... / to have a look at...
- What I want my listeners to get out of my speech is...

## Outline

- I've divided my presentation into three main points. I would like to begin with...
- So, I'll be addressing three main points and the first one is going to be... The second point will be... And finally the last point is...
- I'm going to outline three proposals. Firstly, I'll... Then, I'd like to... and finally ...
- I would like to start with... And then... Lastly...
- I'm going to develop three main points. First, ... Second, ... Third, ...

## Duration of the Presentation

- The presentation should last about five minutes.
- We'll take a short coffee break at about...

## Note-Taking

- I'll pass round copies of my slides so you can make notes as I go through the

presentation.

- You don't need to take notes as we'll be handing out presentation booklets.
- Does everyone have a handout? Please take one and pass them on.
- Don't worry about taking notes.
- I've put all the key information on a handout for you.
- I'll be handing out copies of the slides at the end of my presentation.
- I can email my presentation to anybody who wants it.

### **Inviting Question**

- If you have any questions, I'd be grateful if you could leave them until the end.
- I'm happy to take any questions after that.
- We can take two or three questions at the end of each point.
- Please feel free to interrupt me at any time if you have a question.

### **Asking a question or recognizing the knowledge of the audience**

- Have you ever heard of...?
- You may already know...
- I feel sure that some of you...
- Every day you encounter...
- You've probably seen countless times...
- You may have wondered...

### **Problem to think about**

- Imagine you had to...
- What would be your first step?

### **Interesting fact**

- Did you know that...?
- I'd like to share an amazing fact / figure with you.

# Closing

Let's take a look back at what we've spoken about...

If you take just one thing from this talk, take this...

Here, at a glance, are the main points I've made...

So, how to sum up?

In a nutshell, then...

Now let's get out there and...!

I'm counting on you to...

So, next time you..., remember to...

In the end, this is what matters.

I'm reminded of the words of...

We have a saying where I come from...

So what does this really mean to you – personally?

In the famous words of...

So, that brings me to the end of my presentation.

Let me summarise what we've looked at.

Thank you for your attention.

I'll briefly summarise the main issues.

I'd like to conclude by strongly recommending...

So, that completes our presentation.

Let me just go over the key points again.

I trust you gained an insight into...

To conclude, I'd like to leave you with the following thought...

Well, that covers everything I want to say.

If you have any questions, I'd be happy to answer them.

At this stage, I'd like to go over...

In my opinion, the only way forward is to...

Thank you for listening.

I'll run through my three topics.

In conclusion, I'd like to leave you with the following idea...

# **SMOOTH STRUCTURE**

## **Vocabulary Box**

### **Saying what is coming**

Now let us turn to point one.

In this part of my presentation, I'd like to talk about...

### **Indicating the end of a section**

This brings me to the end of my first point.

So much for point two.

That's all I wanted to say about...

Moving on to the next point...

This leads us directly to my next point.

This brings us to the next point / issue / problem.

Let's now move on to / turn to...

Let's now take a look at...

Referring to what you have said previously...

As I have already said / mentioned / explained earlier...

As we saw in part one...

To repeat what I've already said...

### **Giving an example**

Now let's take an example.

An example of this can be found...

To illustrate this...

Let's see this through an example.

For example / for instance / e.g.

## **Rephrasing**

Let me rephrase that.

In other words...

Another way of saying the same thing is...

That is to say, for example...

## **Summarizing a point**

Before I move on, I'd like to recap the main points.

I'd like to summarize what I've said so far...

To summarize... / To sum up...

Let me summarize by saying...

So that concludes my overview.

Briefly said... / In short, ...

What I've tried to show in this part...

Emphasizing a point...

What is very significant is...

What is important to remember...

I'd like to emphasize the fact that...

I'd like to stress the importance of...

To highlight... / To underline...

What I tried to bring out...

What we need to focus on...

### **Referring to what is coming**

We will see this a little later on.

This will be the subject of part 3.

We will go into more detail on that later.

Referring to what an expert says: I quote the words of...

In the words of...

According to...

Here I'd like to quote...

As Mr. Brown says in his book...

There is a famous quotation that goes...

Referring to common knowledge...

As you all may well know...

It is generally accepted that...

As you are probably aware (of) ...

### **Positive addition**

And, both ... and, too, besides (this / that), moreover, what is more, in addition (to), also, as well as, furthermore.

### **Negative addition**

Neither ... nor, either, nor, neither.

### **Contrast**

But, although, in spite of, whereas, despite, even though, on the other hand, however.

## **Giving examples**

Such as, like, for example, for instance, especially, in particular.

## **Cause / Reason**

As, because, because of, since, for this reason, due to, so, as a result.

## **Condition**

In case, if, provided (that), providing (that), unless, as / so long as, otherwise, or (else).

## **Purpose**

To, so that, so as (not) to, in order (not) to, in case.

## **Time**

When, whenever, as soon as, while, before, until / till, after, since.

## **Place**

Where, wherever.

## **Exception**

Except (for), apart from.

## **Building rapport**

If you're anything like me...

When was it the last time you...



What if I was to say to you that...

Didn't it directly concern you?

How many of you / how about...?

Most of you / I know what you are thinking. You are thinking, well...

We know...

You'd think I am crazy, right?

But let me ask you a question.

Would it surprise you to learn that...

You see...

Raise your hand if that's happened to you.

I think that's something we can all relate to.

I don't know about you , but I probably...

You should really know that...

# Facts and figures

Word (Part of Speech)	Meaning	Example Sentence
<b>Data dump</b> (noun)	A very large amount of information supplied all at once, especially as background information in a narrative.	<i>Eliminating the <b>data dump</b> in your speech will keep the attention of your audience, making the presentation easier to comprehend.</i>
<b>Fluctuate</b> (verb)	To stay near a specified point or level; to be in a state of uncertainty, irresolution, or suspense.	<i>In March the figure <b>fluctuated</b> around 52%.</i>
<b>Hover</b> (verb)	To stay near a specified point or level.	<i>Unemployment <b>hovered</b> around 10 percent in 2010.</i>
<b>Market share</b> (noun)	The percentage of the market for a product or service that a company supplies.	<i>Companies working to increase their <b>market shares</b> should have a good marketing strategy.</i>
<b>Marginally</b> (adverb)	Very slightly, with limited extent, significance, or stature.	<i>This month the sales are <b>marginally</b> higher than last month.</i>
<b>Offhand</b> (adverb)	Without premeditation or preparation.	<i>A good speaker should be able to give the audience all the figures <b>offhand</b>.</i>
<b>Substantial</b> (adjective)	Large in amount, size or number.	<i>There has been a <b>substantial</b> increase in the company's investments.</i>
<b>Tenfold</b> (adjective / adverb)	Ten times as much or as many.	<i>There has been a <b>tenfold</b> increase in the company's sales. The sales have increased <b>tenfold</b> in the last two years.</i>
<b>Testimonial</b> (noun)	A written or spoken statement that praises a product, service, someone's work, skill or character.	<i>He received a glowing <b>testimonial</b> from his former employer.</i>

above average

at stake

burden of proof

common misconception

to boost credibility

to create a bond

to dress up the good news

to have an immediate impact

to have something at your fingertips

to pitch for increased resources

to take one's word for something

**Describing changes and trends generally consists of three parts:**

§ use a verb (or an adjective and a noun) to describe movement;

§ describe the speed or size of the movement;

§ explain the reason or consequence of the change.

**Upward Movement**

to climb

to soar

to skyrocket

to improve

to pick up

to recover

to boom

to jump

to leap

to reach a peak

**Downward Movement**

to crash  
to decline  
to bottom out  
to plunge  
to drop  
to plummet  
to deteriorate  
to slump  
to plummet  
to hit a low  
to slip back  
to do down  
to decrease

### **Horizontal Movement**

to even out  
to remain stable  
to stabilize  
to flatten out  
to bottom out  
to top out

### **Change**

to recover  
to pick up  
to rally  
to fluctuate  
a few ups and downs  
to reach a peak

### **Speed of Change**

rapid  
slow  
sudden  
sharp  
steady  
gradual  
fast

### **Size of Change**

noticeable  
substantial  
considerable

slight  
significant  
dramatic  
negligible