

Useful Expressions for Delivering a Presentation

Opening statement

"Welcome"	
"Hello, everyone"	

Overview

After you give your opening statement, give a brief overview of your presentation. Say what your presentation is about, how long you will take and how you are going to handle questions.

"My presentation is in three parts."	
"My presentation is divided into three main sections."	
"Firstly, secondly, thirdly, finally..."	
"I'm going to... take a look at... talk about... examine... tell you something about the background... give you some facts and figures..."	

<p>fill you in on the history of...</p> <p>concentrate on...</p> <p>limit myself to the question of...</p>	
<p>“There will be time for questions at the end of the presentation.”</p>	
<p>“Please feel free to interrupt me if you have questions.”</p>	
<p>“I’d be grateful if you could ask your questions after the presentation.”</p>	

The main body of the presentation

During your presentation, it’s a good idea to occasionally remind your audience why your presentation and ideas are important or relevant.

<p>“As I said at the beginning...”</p>	
<p>“This, of course, will help you (to achieve the 20% increase).”</p>	
<p>“As you remember, we are concerned with...”</p>	

“This ties in with my original statement...”	
“This relates directly to the question I put to you before...”	

Keeping your audience with you

Remember that what you are saying is new to your audience. You are clear about the structure of your talk, but let your audience know when you are moving on to a new point. You can do this by saying something like “right”, or “OK”. You can also use some of the following expressions:

“I’d now like to move on to...”	
“I’d like to turn to...”	
“That’s all I have to say about...”	
“Now I’d like to look at...”	
“This leads me to my next point...”	

Phrases for introducing visuals

It’s important to introduce your visual to the audience. You can use the following phrases:

“This graph shows you...”	
“Take a look at this...”	

"If you look at this, you will see..."	
"I'd like you to look at this..." "This chart illustrates the figures..."	
"As you can see..."	
"This clearly shows ..."	
"From this, we can understand how / why..."	
"This area of the chart is interesting..."	

Summarising

At the end of your presentation, you should summarise your talk and remind the audience of what you have told them:

"That brings me to the end of my presentation. I've talked about..."	
"Well, that's about it for now. We've covered..."	
"So, that was our marketing strategy. In brief, we..."	
"To summarise, I..."	

Handling questions

Thank the audience for their attention and invite questions.

"Thank you for listening – and now if there are any questions, I would be pleased to answer them."	
"That brings me to the end of my presentation. Thank you for your attention. I'd be glad to answer any questions you might have."	

If you don't know the answer to a question, say you don't know. It's better to admit to not knowing something than to guess and maybe get it wrong. You can say something like:

"That's an interesting question. I don't actually know off the top of my head, but I'll try to get back to you later with an answer."	
"I'm afraid I'm unable to answer that at the moment. Perhaps I can get back to you later."	
"Good question. I really don't know! What do you think?"	
"That's a very good question. However, we don't have any figures on that, so I can't give you an accurate answer."	
"Unfortunately, I'm not the best person	

to answer that.”	
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