Useful phrases   Presentations

Introduction

Greeting the audience	Good morning, ladies and gentlemen. Good afternoon everyone, and thank you for inviting me to give this talk. Are we ready to begin?

Introducing yourself	Let me introduce myself. My name is … I'm a … / I'm the …	I work for … I've been … for … years. I'm responsible for …

Stating the topic and purpose	The subject of my presentation is … What I'll be talking about today is … I'd like to present / demonstrate our new … I hope I'll be able to convince you that … / persuade you to …

Outlining the structure	My talk is divided into four parts.	
	Firstly, Secondly, Thirdly, And finally, After that,	I'm going to talk about … I'd like to show you some … I'll be dealing with … I'll say a few words about … I'll be happy to answer any questions you have.
	If you have any questions,	feel free to interrupt me. please keep them until the end.

Main part

Introducing the first part	Let's begin with … So let me start by telling you about … First I'd like to look at …
Involving the audience	How many of you have …? Let's have a show of hands. Has anyone in the room ever …? Can anyone here explain why …?
Linking and sequencing	So now that we've looked at …, I'd like to turn to … Let's move on to … This brings me to my final point. I'd like to hand (you) over to …
Referring to visuals	As you can see on this slide, … If you look at the graph, you'll see that … What this table shows is that …

Ending

Summarising	So, to sum up, … We looked at … followed by … And then I explained the importance of …
Concluding	Well, this brings me to the end of my talk. Thank you for your attention. Thank you once again for giving up your time. And now, if anyone has any questions …
Dealing with questions	Sorry, I didn't catch your question. That's a good question. / That's an interesting question. Thank you for raising that point. I'm afraid I don't know the answer to that one, but …