

## M 5 Useful phrases for presentations and speeches

*When you present a topic, by giving a presentation or a speech, a varied and understandable vocabulary can help you to keep the audience interested. The useful phrases below can help you to make presentations and speeches more elegant and convincing. You can also use many of the phrases below to improve your written texts.*



### **Beginning the presentation/speech**

Good morning ...

The presentation today will be dealing with ...

Today we are going to talk about ...

Everybody knows that ...

We live in a world in which ...

### **Reasons for giving this presentation/speech**

Our aim is to ...

We are here to ...

The objective of this presentation is ...

### **Underlining the main points**

The main points we will be talking about are ...

Firstly ..., secondly ..., next ..., finally we're going to look at ...

### **Introducing the first point**

The first thing that needs to be said is ...

Let's start/begin with ...

The first aspect to point out is that ...

### **The other side of the argument**

On the other hand, we can observe that ...

The other side of the coin is, however, that ...

### **Showing transparencies, photos etc.**

Let me illustrate this by showing you ...

### **Giving more details**

I'd like to elaborate on this aspect/point ...

Please allow me to expand on that: ...

### **Synthesis**

The fact of the matter is surely/simply that ...

On balance, we can safely say that ...

If we consider all the facts, it seems more accurate to say that ...

### **Summarising or repeating the main points**

We would now like to summarise our main arguments which were: ...

We'd like to go over the main aspects of our presentation

– first we talked about ...

– then we underlined the fact that ...

– finally we looked at ...

### **Conclusion**

Finally we have to accept that ...

We are going to conclude by saying that .../ inviting you to .../quoting ...

In conclusion, let us leave you with this thought .../invite you to ...

The arguments we have presented suggest that .../prove that .../would indicate that ...

What conclusions can be drawn from all this?

To sum up we are convinced that .../we believe that ...

### **Questions**

Do you have any questions?

Is there anything concerning this topic you would like to ask me?

Now we'd be happy to answer your questions.

Finally, I'd like to answer any questions you may have.