

Making a presentation: language and phrases

Welcoming

*Good morning and welcome to
[name of company, name of conference
hall, hotel, etc.].*

Thank you all very much for coming today.

*I hope you all had a pleasant journey here
today.*

Introducing yourself

My name is Mark Watson and I am responsible for

My name is Mark Watson from [name of company], where I am responsible for

Let me introduce myself; my name is Mark Watson and I am responsible for

Introducing your presentation

The purpose of today's presentation is to

The purpose of my presentation today is to

*In today's presentation I'd like to ... show you ... /
explain to you how*

*In today's presentation I'm hoping to ... give you an
update on... / give you an overview of ...*

*In today's presentation I'm planning to ... look at ... /
explain*

You can also outline your presentation to give the audience a clear overview of what they can expect:

*In today's presentation I'm hoping to cover three points:
firstly, ... , after that we will look at ... , and finally I'll*

*In today's presentation I'd like to cover three points:
firstly, ... , secondly ... , and finally*

Explaining that there will be time for questions at the end

If you have any questions you'd like to ask, please leave them until the end, when I'll be happy to answer them.

If there are any questions you'd like to ask, please leave them until the end, when I'll do my best to answer them.

Starting the presentation

To begin with

To start with

Let's start by looking at

Let's start by looking at

I'd like to start by looking at

Let's start with / start by looking at

Beginning a new section of the presentation

Now, let's move on to

Now, let's take a look at

Now I'd like to move on to

Next I'd like to take a look at

Moving on to the next part, I'd like to

Moving on to the next section, let's take a look at

Concluding and summarising the presentation

*Well, that brings us to the end of the final section.
Now, I'd like to summarise by*

*That brings us to the end of the final section. Now, I
can just summarise the main points again.*

*That concludes my presentation. Now, I can just
summarise the main points.*

*That's an overview of Now, just to summarise, let's
quickly look at the main points again*

Finishing and thanking

Thank you for your attention.

That brings the presentation to an end.

That brings us to the end of my presentation.

Finally, I'd like to finish by thanking you (all) for your attention.

Finally, I'd like to end by thanking you (all) for coming today.

I'd like to thank you (all) for your attention and interest.

Inviting questions

If anyone has any questions, I'll be pleased to answer them.

If anyone has any questions, I'll do my best to answer them.

If anyone has any questions, please feel free to ask them now.

If anyone has any questions, please feel free to ask them and I'll do my best to answer.

Referring to a previous point made

As I mentioned earlier

As we saw earlier

You may recall that we said

You may recall that I explained

Dealing with (difficult) questions

I'll come back to that question later if I may.

I'll / We'll come back to that question later in my Presentation.

I'll / We'll look at that point in more detail later on.

Perhaps we can look at that point at the end / a little later.

Other phrases and key presentation language

briefly	Very quickly
Return to	Explain again
Here we can see	To draw attention to a specific point on a slide
Let's move on to	To start a new subject
Let's continue with	To start a new subject
To illustrate this point	When giving an example
Let's, we can, we will	Using we and us instead of I connects you to your audience