Useful Phrases: Giving a Presentation

1 Introducing your topic:

- What I'd like to present to you today is …
- Today's topic is …
- In my presentation I would like to talk about …
- I'll be talking about …
- My talk is particularly relevant for those of you who …
- My topic is very important to you because …
- The purpose/objective/aim of my talk is to …
- What I want to show you is …

2 Structuring and sequencing:

- I've divided my presentation into XX parts.
- In my presentation I will focus on XX major aspects.
- Point one deals with … point two … and point three…
- I'll begin/start off by … Then I'll move on to …
- Then/Next/After that …
- I'll end with …
- This brings me to the end of my first point.
- So much for point two.
- Before I move on, I'd like to recap the main points …
- This leads me directly to my next point.
- Let's move on/turn to …
- Let's now take a look at …
- As I said/mentioned earlier, …
- As I've already explained, …
- In addition to this, …/Moreover, …/Furthermore, …/To add, …

3 Conclusion:

- I'm now approaching the end of my presentation.
- That covers just about everything I wanted to say.
- As a final point, I'd like to …
- To conclude, …/In conclusion, …
- To sum up, …/To summarize, …
- To put it (all) in a nutshell, …
- Are there any questions?
- And now I'll be happy to answer any questions you may have.
- Thank you for your attention.