



# Oral presentations: useful language

This aim of this resource is to help you prepare for and deliver your oral presentation with confidence. The phrases and useful language below are examples only – you may want to adapt them so that they feel more natural to you, and you may also want to add your own to the lists. Once you choose your phrases, practise using them in your presentation so that you speak with ease and confidence.

## **Beginning your presentation**

- There are three things I want to talk to you about today
- Before I start, let me ask you a question
- It's commonly thought that...
- Before we get started, I'd like to share a few facts with you
- By the end of this presentation, you'll know how to....

## **Giving an overview**

- I've divided my presentation into X parts
- What I have to say falls into X main sections
- First, I'm going to look at....
- After that, I'll turn to....
- Following this, I'll consider....
- Then, I'll focus on....
- And finally, I'll look at....
- There'll be time to ask questions at the end

## **Starting a new section**

- Let's start by looking at ....
- This leads us to my next point ....
- Now, it's time to....
- The next aspect I'd like to focus on is....
- We should now move on to....
- This brings us to....
- I'd like now to consider....
- Let's now look at....
- As time's moving on, I'm going to briefly take you through...

## **Adding information**

- In addition to this...
- Furthermore...
- Perhaps I should say a bit more about that here...

## **Referring to another point briefly**

- Let me just digress here for a moment



### **Referring back to information**

- Going back to what I said earlier...
- As mentioned earlier...
- In the previous section I talked about X...this is relevant to Y.

### **Phrases for building arguments**

- Aside from the fact that .... there's also the issue that ....
- But maybe some of you are thinking, what about ....?
- In fact the opposite is true. It has been shown that ....

### **Referring to visual aids**

- Now I'd like to show you ....
- As you can see in this chart....
- This diagram shows that....
- If you look at this map, you'll see that....
- In this diagram, X represents....
- It is clear from this graph that....
- I'd like to draw your attention to ....

### **Closing the main body of your presentation**

- So, how to wrap up?
- Here, at a glance, are the main points I've made
- As you'll recall,...
- In conclusion, I'd like to emphasise that....
- So, to remind you of how far we've come, let's look back at what I've spoken
- If you take just one thing from this talk, take this: ....
- Unfortunately, we seem to have run out of time. So, in closing, I'd like to finish by just saying....

### **Inviting questions**

- I'll now do my best to answer any questions that you might have
- I hope that what I've said has raised some questions in your mind
- If you have any questions, please feel free to ask
- If there is anything I haven't made clear, I'd be happy to explain further

### **Asking questions as an audience member**

- I'm afraid I didn't follow your point about X. Could you go over that again?
- Could you explain what you meant about X?
- Could you give me an example of what you had in mind when you said...?
- Could you be a bit more specific about...?

### **Ending your presentation**

- If there are no further questions, I'll bring my presentation to a close here. Thank you very much for your attention. You've been a great audience.