



Useful language for oral presentations

Overview

This resource can help you prepare for an oral presentation by providing you with a mini-bank of sentence beginnings and phrases that will help you to:

1. Structure your presentation during the planning stage
2. Increase your confidence by giving you a framework to support your delivery to your audience

Remember, these are only examples and you may want to adapt them so that they feel natural for you, as well as adding your own. Once you choose your phrases, you will need to practise them as part of your presentation so that you speak with ease and confidence.

Opening

In my X years as a Y, I've learned....

I'm reminded of the words of....

In the X minutes it will take me to give this presentation, Y (will have happened)

By the end of this presentation, you'll know how to....

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. As you probably all know,You may also have heard that But I wonder how many of you realise that

Preview

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



Signalling the start of 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...

Phrases for adding information

Let me just digress here for a moment

Perhaps I should say a bit more about that here

Going back to what I said earlier

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, next time you X remember Y

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

That brings me to the end of my presentation. 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. Please feel free to ask me them, or if there is anything I haven't made clear, don't let me get away with it!

Clarifying questions

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

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

Useful links *(all open in a new window)*

Visit the module [Assignments](#) for more information about Oral presentations.

There may be other resources that have been created with your lecturers, addressing assignment tasks and topics specific to your courses. Follow the links below to find out:

[Business](#)

[Education, Arts and
Social Sciences](#)

[Health Sciences](#)

[IT, Engineering and the
Environment](#)