

# Useful phrases for an oral presentation

## Getting the audience's attention

- Good/Right/Well.
- Shall/Can we start ?

## Introducing the topic

- My topic today is ...
- The topic I intend to discuss is ...
- The subject of my presentation is ...
- The theme of my talk is ...

## Overview (outline of the presentation)

- This talk is divided into three parts : Firstly, ... etc.
- I'm going to divide this talk into three parts.
- Let me begin with/ To start with/Firstly, I'd like to look at ...
- Then/Secondly, I'll be talking about ...
- Thirdly ...
- Finally, I'll be looking at ...

## Moving on

- Now let's move on to/turn to ...
- I now want to go on to ...
- The next issue/topic/area I'd like to focus on is ...
- So far we have looked at ... Now I'd like to ...

## Using visual aids

- I'd like to look at this ...
- Let me show you ...
- As you can see ...
- If you look at the screen, you'll see ...
- This table/diagram/chart/ slide shows ...

## Summing up

- So, to sum up, ...
- Let's sum up what we've looked at ...

## Concluding

- Let me end by saying ...
- I'd like to finish by emphasizing ...
- In conclusion, I'd like to say ...

## Questions

- Does anyone have any questions or comments ?
- Please feel free to ask questions.
- Any questions ?

## Closing

- Thank you for your attention.
- Thank you for listening.