

Key vocabulary

Introducing your presentation:

I'd like to introduce you to ...; I've chosen to speak about ...

The subject of my presentation is ...

The purpose of my presentation today is to ...

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

Today I am going to talk to you about ...

Giving an outline:

My presentation will be divided into 2/3 parts ...

The main points I will be talking about are first(ly) ...secondly/next/then/after that... thirdly/next/then/after that ...

In today's presentation I'd like to cover 3 points: firstly ..., after that I'll look at ..., and finally I'll ...

Starting the presentation:

To begin with ... / To start with ...

Let's start by looking at ...

I'd like to start by looking at ...

Closing a section of the presentation:

So, that concludes my first part ...

So, that's an overview of ...

I think that just about covers the first part...

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, if I can just summarise the main points again ...

That concludes my presentation. Now, if I can just sum up the main points ...

Finishing and thanking:

That brings the presentation to an end.

That brings us to the end of my presentation.

Thank you for your attention.

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

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

Inviting questions:

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

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

If you have any questions, do not hesitate to ask and I'll do my best to answer them.