

Useful phrases for presentations and speeches

Beginning the presentation/speech

Good morning everyone.
Today I'm going to talk about ...
It is a well-known fact that ...
It is often said that ...
For the great majority of people ...

Reasons for giving this presentation/speech

My aim is to ...
The objective of this presentation is ...
I'm here to ...

Underlining the main points

The first/second part of the analysis will examine/consider ...
The main points I will be talking about are ...
Firstly ..., secondly ... , next ... , finally ...
In order to link ... with ..., the background to ... will be briefly outlined.
The final level of the analysis consists of

Introducing the first point

Let us start by considering the facts.
The first thing that needs to be said is ...
Let's start/begin with ...
The first aspect to point out is that ...
One argument in support of ...

The other side of the argument

On the other hand, we can observe that ...
The other side of the coin is, however, that ...
It would also be interesting to see ...
Nevertheless, one should consider the problem from another angle.

Showing transparencies, photos etc.

Let me illustrate this by showing you ...

Continuing with the next point

Now let's move on to ...

Giving more details

I'd like to elaborate on this aspect/point
Please allow me to expand on that.

Synthesis

The fact of the matter is surely/simply that ...
On balance, we can safely say that ...
If we consider all the facts, it seems more accurate to say that ...
If one weighs up the pros and the cons of the case, one soon realises that ...
In the final analysis ...

Summarising or repeating the main points

I'd now like to summarise my main arguments, which were ...
I'd like to go over the main aspects of my presentation again: First I covered ..., then we talked about ..., finally we looked at ...

Conclusion

Finally we have to accept that ...
I'm going to conclude by saying that .../ inviting you to/quoting ...
In conclusion, let me leave you with this thought .../invite you to ...
The arguments we have presented ... suggest that .../prove that .../would indicate that ...
From these arguments one must .../could .../might ... conclude that ...
All of this points to the conclusion that ...
What conclusions can be drawn from all this?
The most satisfactory conclusion that we can come to is ...
To sum up we are convinced that/we believe that ...

Questions

Do you have any questions?
Is there anything concerning this topic you would like to ask me?
Now I'll be happy to answer your questions.