

Useful Phrases for a Presentation in English

For many people, creating and holding a presentation in any language involves a great deal of time and effort. If the presentation is to be given in English and English is not your original language, then you may have many concerns and feel additionally stressed.

A positive thing to remember about presentations is that there are standard phrases that can be used to help you share the information. There is a fairly standard progression, from beginning to end. So, with that in mind, I have compiled various types of phrases from many different sources to help you create your own style.

As the make-up of the audiences will vary, there are more, and less, formal phrases listed for you.

Welcome

At the beginning of each presentation, you should welcome your audience. Depending on who is in the audience, it can be a more formal – or casual – welcome.

Good morning/ afternoon/ evening/ day, ladies and gentlemen/ everyone.

On behalf of "company/ other", may I welcome you to...

Let me begin by welcoming you all (to...)

Welcome to...

Hi, everyone. Welcome to "Name of the event".

It's a/ my pleasure to welcome you to...

It's good to see you (all) here (today).

I'd like to (warmly) welcome you (to...)

Introducing the speaker

How formal your welcome address is will also apply to how you introduce yourself. Match both to your audience.

If you are new to an audience, in a more formal setting:

Let me briefly introduce myself. My name is "Sara Meitner" and it is an honour to be here today to talk to you about...

First, let me introduce myself. My name is "Sara Meitner" and I am a/ the "position" of/ at/ for/ with "company/ other".

In a more casual setting, yet new to the audience:

I'm "Sara" from "company/other" and today I'd like to talk to you about...

If you are already known to a group:

As (a few of/ some of/ many of/ most of/ almost all of/ all of) you know, I'm... and...

For any /those of you who don't know me already,...

I think most/ all of you know me, but I'll introduce myself anyway.

Showing awareness of the audience/ Connecting with the audience

Acknowledging you know someone – or not – can be a good way of "breaking the ice"

I can see some familiar faces today.

It's great/ nice / a pleasure to see so many familiar faces.

It's nice to see so many young people today.

So many new faces today.

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Checking visuals and sound

Too often, this step is overlooked, and can affect the success of the presentation.

Can everyone hear me?
Can you see at the back?
Is the microphone working?
Please let me know if you can't see or hear.

Introducing the topic

After the welcome address and the introduction of the speaker comes the presentation of the topic. Here are some useful introductory phrases.

Today I am here to talk to you about...
What I am going to talk about today is...
I would like to take this opportunity to talk to you about...
I am delighted to be here today to tell you about...
I want to make you a short presentation about...
I'll start/ begin/ commence with/ by...
I'll talk about/ present/ explain/ discuss/ focus on...
I'd like to start by explaining the title of my presentation.
The topic/ subject/ title of today's presentation is...
I've invited you here today to tell you about.../ share ... with you...
I'm going to talk to you about...
I'm here today to...

Explanation of goals

It is always recommended to present the goals of your presentation at the beginning. This will help the audience to understand your objectives.

The purpose of this presentation is...
My purpose in presenting this to you is...
My objective today is...
What I want to show you/ tell you about/ talk to you about/ present to you is...
We'll focus on/ look at/ examine...
In my presentation today,...
In this presentation,...
By the end of my presentation, I want to show you that...
I aim to prove to you that...
I aim to change your mind about...

Structure

After presenting the topic and your objectives, give your listeners an overview of the presentation's structure. Your audience will then know what to expect in detail.

My talk/presentation is divided into "x" parts.
I've divided my presentation into... parts
I'll start with.../ First, I will talk about.../ I'll begin with...
...then I will look at...
...next...
and finally...

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Talking about time

Giving your audience a time factor may increase their attention to your subject.

I'm going to speak for approximately/ about...
My presentation will last for approximately...
I'll try to be finished by...
I'll try to keep it short.

Explaining when to ask questions

During the presentation

If you feel questions will be better asked throughout, you should inform your audience of that fact.

If you have any questions, please raise your hand and ask at any time.
If you have any questions, please don't hesitate to ask.
Please feel free to interrupt me at any time.

At the end of a presentation

To ensure that a presentation is not disrupted by questions, it is advisable to answer questions at the very end. Inform your audience about this by using these phrases.

I will leave ten minutes at the end for questions.
I would be grateful if any questions could be left until the end.
If anything I say isn't clear, please let me know.
If you have any questions, I'll be happy to answer them at the end.
There'll be a Q&A session at the end.
There will be time for questions at the end of the presentation.
I'll gladly answer any of your questions at the end.
I'd be grateful if you could ask your questions after the presentation.

Giving background information

After all this preparation, you can finally get started with the main part of the presentation. The following phrases will help you with that.

Let me start with some general information on...
Let me begin by explaining why/ how...
I'd like to give you some background information about...
To give you some background information,...
As you are all aware...
I think everybody has heard about..., but hardly anyone knows a lot about it.
Before I begin, I should probably explain that...
Before I start, does anyone know...
Perhaps I should start off by...
I should probably begin by...

I chose this topic because...
To explain why I chose this topic,...
I'd like to give you a brief breakdown of...
The reason why I want to tell you about this is...

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Giving a hook

It can get the audience immediately involved if you include them at the beginning.

Did you know that...?
Have you ever wondered...?
I think this is an important/ interesting topic because...
There is a famous joke on this topic which goes...

End of a section

If you have completed a chapter or section of your presentation, inform your audience, so that they do not lose their train of thought.

That's all I have to say about...
We've looked at...
So much for...

Interim conclusion

Drawing interim conclusions is of utmost importance in a presentation, particularly at the end of a chapter or section. Without interim conclusions, your audience will quickly forget everything you may have said earlier.

To sum up...
Let's summarize briefly what we have looked at (so far).
Here is a quick recap of the main points of this section.
I'd like to recap the main points.
Well, that's about it for this part. We've covered...

Questions during the presentation

Questions can be an integral part of a presentation. These phrases allow you to respond to questions during a presentation.

Does anyone have any questions or comments?
Are there any questions at this stage?
I am happy to answer your questions now.
Please stop me if you have any questions.
Do you have any questions before I move on?
If there are no further questions at this point, I'd like to...
If there are no more questions, I'll move on to...

Transition

Use one of the following phrases to move on from one part to the next.

I'd now like to move on to the next part...
This leads me to my next point, which is...
Turning our attention now to...
Let's now turn to...
Before moving on, I'd just like to mention that...
I think I've covered that point, so now I want to speak about...
If everyone is clear on that point, I'll move onto the next...

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Moving on to the next slide/ topic/ point/ section/ part of my presentation,...
Let's move onto...
That leads us on nicely to the next point I want to deal with, which is...
The next thing I want to speak about is,...

Examples

Frequently, you have to give examples in a presentation. The following phrases are useful in that respect.

For example,...
A good example of this is...
As an illustration,...
To give you an example,...
To illustrate this point...

Details

In a presentation, you may often need to provide more details regarding a certain issue. These expressions will help you to do so.

I'd like to expand on this aspect/ problem/ point.
Let me elaborate further on...

Links

If you want to link to another point in your presentation, the following phrases may come in handy.

As I said at the beginning,...
This relates to what I was saying earlier...
Let me go back to what I said earlier about...
This ties in with...

Reference to the starting point

In longer presentations, you run the risk that after a while the audience may forget your original topic and objective. Therefore, it makes sense to refer to the starting point from time to time.

I hope that you are a little clearer on how we can...
To return to the original question, we can...
Just to round the talk off, I want to go back to the beginning when I...
I hope that my presentation today will help with what I said at the beginning...

Reference to sources

In a presentation, you frequently have to refer to external sources, such as studies and surveys. Here are some useful phrases for marking these references.

Based on our findings,...
According to our study,...
Our data shows/indicates...

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Graphs and images

Presentations are usually full of graphs and images. Use the following phrases to give your audience an understanding of your visuals.

Let me use a graphic to explain this.
I'd like to illustrate this point by showing you...
Let the pictures speak for themselves.
I think the graph perfectly shows how/that...
If you look at this table/bar chart/flow chart/line chart/graph, you can see that...

Emphasis

To ensure that your presentation does not sound monotonous, from time to time you should emphasize certain points. Here are some suggestions.

It should be emphasized that...
I would like to draw your attention to this point...
Another significant point is that...
The significance of this is...
This is important because...
We have to remember that...

Paraphrase

At times it might happen that you expressed yourself unclearly and your audience did not understand your point. In such a case, you should paraphrase your argument using simpler language.

In other words,...
To put it more simply,...
What I mean to say is...
So, what I'm saying is....
To put it in another way....

Summarising

You should summarize the important facts once again before your conclusion.

I hope I have convinced you that...
I've talked about three main areas.
To recap,...
To sum up... / To summarise...
To restate my main point,...

Conclusion

At the end of the presentation, state your conclusion.

I think all this proves that...
In conclusion,...
It is quite difficult to draw conclusions, but...
In conclusion, let me sum up my main points.
Weighing the pros and cons, I come to the conclusion that...
The conclusion I would draw from that would be...
What conclusions can we draw from all the information we have seen today? Well,...

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If there is one thing I'd like you to take away from today's presentation, it is...
I'd like to conclude by...
And on that point, I will bring my presentation to a close.
Let's leave it there/ stop there.
That brings me to the end of my presentation.
That is the end of my presentation.

Inviting questions and comments

We'll now move on to the Q&A stage.
And now, if anyone has any questions, I'd be happy to answer them.
I will now answer any questions you may have.
I'm sure you have plenty of questions, so please fire away.

I'd now like to invite questions and discussion.
I'd now be interested to hear your views on what I have said.

Inquiries

After answering a question from the audience, check that the addressee has understood your answer and is satisfied with it.

Does this answer your question?
Did I make myself clear?
I hope this explains the situation for you.

Unknown answer

Occasionally, it may happen that you do not have an answer to a question. That is not necessarily a bad thing. Simply use one of the following phrases to address the fact.

That's an interesting question. I don't actually know off the top of my head, but I'll try to get back to you later with an answer.
I'm afraid I'm unable to answer that at the moment. Perhaps, I can get back to you later.
Good question. I really don't know! What do you think?
That's a very good question. However, I don't have any figures on that, so I can't give you an accurate answer.
Unfortunately, I'm not the best person to answer that.

Signalling the end of / Explaining why you are ending the Q&A session

If no one else has any questions I will leave it there.
I think I've covered everything.

I seem to have run out of time.
I'm afraid I've already overrun my allotted time, so...
I'm sure you are all ready for lunch, so...

If anyone still has any questions, I'll be happy to answer them individually.
I'll be around all day if you'd like to chat about this more.
If you have any further questions, please come up and talk to me (individually/ afterwards).
Please email me at this address.

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Giving further information

Here is a link for access to today's PowerPoint slides.
Here is a list of possible further reading on the topic.
You can read more about it via the links on this last slide.
There is a list of original sources on the last page.

Handing over

If you are not the only speaker, you can hand over to somebody else by using one of these phrases.

Now I will pass/turn you over to my colleague 'Benedict'.
My colleague 'Benedict' will now take the floor.
'Benedict', the floor is yours.
My colleague 'Benedict' will continue on with the next part/rest of our presentation.

I can see that the next presenter is eager to get started, so...

Thanking at the end

I really appreciate having had this opportunity to share my ideas with you.
That brings me to the end of my presentation. Thank you for listening/your attention.
Thank you for listening. It was a pleasure being here today.
Thank you very much for your attention.

Thank you for attending.../ coming here today.
I'd like to thank everyone/ you all for coming.

Thanks again for...
Thanks for your time.