KEY PHRASES FOR EFFECTIVE PRESENTATIONS

An effective presentation demands thorough preparation of the content, ensuring that the information is clearly organised, engaging and, more importantly, relevant to needs of the audience. It also requires simple but impactful messages which will create interest and encourage involvement or even ‘buy in’.

The English phrases listed below are organised according to the following basic steps and will help you structure your presentation.

Good morning, everyone. 
Hi! It’s great to see so many familiar faces here today.

First of all, I’d like to introduce myself.
Let me introduce myself. My name is ... 
For those of you who don’t know me, 
I’m ... and I’m responsible for ...
Just a few words about myself. 
My name is ... and I’m ...
Introducing the topic

The topic of today’s presentation is ...
I’m going to give you an overview of ...
I’ll be walking you through / talking you through ...

What I want to do today is ...

Stating the objectives

My aim is to ...

I’m here today to ...
By the end of the session, I’d like you to have enough information to make a decision on ...
This talk will, hopefully, act as a springboard for discussion.

Outlining the structure

As you can see from the agenda / outline, I’ve split this into two key areas.
Firstly, I’d like to look at ...
Secondly, I want to explore ...
After this / thirdly, I intend to focus on ...
Finally / last, but not least, I will discuss ...

If you have any questions, please feel free to interrupt at any time.

Asking questions

I’d be happy to take any questions at the end of my presentation.
Please interrupt me if something needs clarifying; otherwise there’ll be time for a Q&A session at the end.
I’d like this to be as interactive as possible, so please join in with your comments and questions as we go along.
There’s no need to take notes. I’ll send out copies of the slides later. You’ll find a complete set of handouts in the folder / on the table / on your chair.

I’ll take just 20 minutes of your time. I plan to talk for 20 minutes and then open it up for discussion.

Let’s start by looking at ...
Now we come to ...
That covers ..., so let’s move onto ...
I think that deals with ...
This brings me to ...

Let’s have a look at this graph which shows ...
If you look at this diagram, you will see that ...
It’s pretty clear from these figures that ...
What this table shows us is ...

As you can see, ...
You will note that ...
I’d like to draw your attention to the fact that ...
I’d like to stress that ...
The crucial factor is ...
By the way, ...
Incidentally, ...
Before I move on, I’d just like to mention ...
Returning to the point in hand, ...

I’ll just go over the main points again.
OK, let me leave you with a few thoughts / the key words.

So, in conclusion, we need to ...
I’d like to finish with some recommendations.

If you have any questions, I’ll do my best to answer them.
I’ll be happy to answer any questions you have.
So, now I’d be interested to hear your questions / comments.
If there are no further questions, I think we could finish there.
Good point.
That’s an interesting question. Thank you.
I’m glad you asked that.
I appreciate what you’re saying.
I see what you’re getting at.
Sorry, I don’t think I have quite understood your question.
I’m not quite sure what you mean.
I’m afraid I don’t see the connection / relevance.
I think I answered that earlier.
I don’t know off the top of my head. I’ll have to get back to you / go away and check.
I’m afraid I can’t answer that question at the moment. Can I get back to you (via email)?
I’m sorry, I’m not able to comment on that. It’s outside the scope of today’s session.

Well, that brings me to the end of my presentation. I hope you found it interesting / useful / informative. If you’d like to continue the discussion offline, just get in touch.
Thank you for your attention.
Thanks for listening / coming.
**Tips for getting out of a difficult situation**

Sometimes, especially if you are not well prepared, things can get out of hand. You say something which is not correct, forget to mention a key fact or simply panic and rush the whole presentation.

Here are some phrases you can use to get yourself back on track.

<table>
<thead>
<tr>
<th>The situation</th>
<th>The solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I’ve got the facts wrong!</em></td>
<td>Sorry, what I meant to say was this ...</td>
</tr>
<tr>
<td><em>I’m speaking too fast, I should go back.</em></td>
<td>So, let’s recap on that.</td>
</tr>
<tr>
<td><em>I’ve forgotten to say something.</em></td>
<td>Actually, I should just mention one thing.</td>
</tr>
<tr>
<td><em>That was too complicated. I need to make it simple.</em></td>
<td>So, basically, what I’m saying is this ...</td>
</tr>
<tr>
<td><em>I’m talking nonsense!</em></td>
<td>Perhaps I didn’t make myself clear.</td>
</tr>
<tr>
<td><em>How do I say that in English?</em></td>
<td>Sorry, what’s the word / expression?</td>
</tr>
<tr>
<td><em>That’s not a good explanation.</em></td>
<td>Let me re-phrase that.</td>
</tr>
<tr>
<td><em>I’m running out of time.</em></td>
<td>So, just to give you the main points here ...</td>
</tr>
</tbody>
</table>

**Speaking clearly**

There are certain common words in English which seem similar to those in your own language. Unfortunately, the stress patterns are often different.

Here are some words for you to practise:
**Phrasal verbs for presentations**

Match the phrasal verb with its synonym.

1. Wrap up  
   a. Cover

2. Look at  
   b. Lead through, explain

3. Walk through  
   c. Focus on

4. Deal with  
   d. Make contact later

5. Get back to  
   e. Finish, end

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**Complete the gaps in these extracts from presentations:**

1. Hi everyone, for those who _______________ I’m Francesco Di Agostini. I’m _______________ sales in the EMEA region. Today I’d like to present the Q3 figures for Germany. Firstly, I’d like to look _______________ the top performing sales team.

2. Before I start, I’d just like to say if you have any questions, please _______________ free to _______________ at any time. And I’d like this to be as interactive as possible, so please _______________ in with your _______________ as we go _______________.

3. Let’s have a _______________ at the results of phase one. The results were quite pleasing but I’d like to _______________ your attention _______________ the comments made by the engineers regarding scalability.

4. That’s an interesting question. Unfortunately, I don’t know the answer _______________ the _______________ of my head. If you give me your contact details, I’ll _______________ back _______________ you later.

5. Well, that _______________ me _______________ the end of my presentation. I hope you _______________ it useful. If you’d like to continue the discussion _______________, just get in _______________.

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