Useful language for oral presentations

Overview
This resource can help you prepare for an oral presentation by providing you with a mini-bank of sentence beginnings and phrases that will help you to:

1. Structure your presentation during the planning stage
2. Increase your confidence by giving you a framework to support your delivery to your audience

Remember, these are only examples and you may want to adapt them so that they feel natural for you, as well as adding your own. Once you choose your phrases, you will need to practise them as part of your presentation so that you speak with ease and confidence.

Opening
In my X years as a Y, I’ve learned....
I’m reminded of the words of....
In the X minutes it will take me to give this presentation, Y (will have happened)
By the end of this presentation, you’ll know how to....
There are three things I want to talk to you about today
Before I start, let me ask you a question
It’s commonly thought that...
Before we get started, I’d like to share a few facts with you. As you probably all know, ....You may also have heard that .... But I wonder how many of you realise that ....

Preview
I’ve divided my presentation into X parts
What I have to say falls into X main sections
First, I’m going to look at....
After that, I’ll turn to....
Following this, I’ll consider....
Then, I’ll focus on....
And finally, I’ll look at....
There’ll be time to ask questions at the end
Signalling the start of a new section
Let’s start by looking at ....
This leads us to my next point ....
Now, it’s time to....
The next aspect I’d like to focus on is....
We should now move on to....
This brings us to....
I’d like now to consider....
Let’s now look at....
As time’s moving on, I’m going to briefly take you through...

Phrases for adding information
Let me just digress here for a moment
Perhaps I should say a bit more about that here
Going back to what I said earlier

Phrases for building arguments
Aside from the fact that .... there’s also the issue that ....
But maybe some of you are thinking, what about ....?
In fact the opposite is true. It has been shown that ....

Referring to visual aids
Now I’d like to show you ....
As you can see in this chart....
This diagram shows that....
If you look at this map, you’ll see that....
In this diagram, X represents....
It is clear from this graph that....
I’d like to draw your attention to ....
Closing the main body of your presentation
So, how to wrap up?
Here, at a glance, are the main points I’ve made
As you’ll recall,...
In conclusion, I’d like to emphasise that....
So, next time you X remember Y
So, to remind you of how far we’ve come, let’s look back at what I’ve spoken
If you take just one thing from this talk, take this: ....
Unfortunately, we seem to have run out of time. So, in closing, I’d like to finish by just saying....

Inviting questions
That brings me to the end of my presentation. I’ll now do my best to answer any questions that you might have.
I hope that what I’ve said has raised some questions in your mind. Please feel free to ask me them, or if there is anything I haven’t made clear, don’t let me get away with it!

Clarifying questions
I’m afraid I didn’t follow your point about X. Could you go over that again?
Could you explain what you meant about X?
Could you give me an example of what you had in mind when you said...?
Could you be a bit more specific about...?

Ending
If there are no more questions, I’ll bring my presentation to a close here. Thank you very much for your attention. You’ve been a great audience.

Useful links (all open in a new window)
Visit the module Assignments for more information about Oral presentations.
There may be other resources that have been created with your lecturers, addressing assignment tasks and topics specific to your courses. Follow the links below to find out:

| Business | Education, Arts and Social Sciences | Health Sciences | IT, Engineering and the Environment |

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