

VOCABULARY AND GRAMMAR BANK

Greeting, introducing yourself:

*Good morning, My name`s.../I am a..../I work for...I`m a student of....
Ladies and gentlemen, thank you very much for coming along here today.
It`s good to see you all here
Let me start by saying just a few words about myself...
Let me introduce myself.*

Introducing the topic:

*I`d like to talk (to you) today about...
I`m going to present the recent....
 inform you about....
 describe...
 talk about...
 look at...
In this presentation I`ll be describing.....
I`d like to discuss.....
The subject of my talk is...
The topic of my speech is....
In my talk, I`m going to focus on...
What I`d like to do is to explain...
What I`m going to do is to describe...*

Stating your purpose/objective:

*The purpose of today`s presentation is to discuss how...
 to give you the background to....
 to put you in the picture about.....
 to update you on...
 to give the background to...*

*My aim is to...
What I want to do is...
My objective is to...
I`d like to give you an overview of...*

Structuring the main content:

*I`ve divided my presentation into.....parts/sections. In the first part, I`ll talk about...Then, in the second part, I`ll look at...And in the final part, I`ll focus on...and consider...
The subject can be looked at under the following headings...
I`ll start by looking at...Next, I`ll focus on... and to finish off, I`ll consider...
First, I`ll look at...Later I plan to...finally, I hope to...
In my presentation, I`ll focus on three main issues.
Point one deals with..., point two..., and point three...
I`ll begin/start off by.... Then I`ll move on to...*

I'll end with...

Signposting phrases:

Sequencing/Ordering points:

Firstly...to begin with... at the beginning... at the start..

Second(ly)...Third(ly)...

Then...next...after that...

Finally...at the end... last(ly)...

Moving to the next point:

Moving on to..., If we move on to...

Now, I'd like to turn to...

Having considered this (X), let`s now move on to (Y)...

This leads us to my next point...

Let`s now take a look at/turn to/ move on to...

Going back:

As I said/mentioned earlier,...

Let me come back to what I said before...

As I've already explained,...

As I pointed out in the first section,...

Adding ideas: *In addition to this..., Moreover, ..., Furthermore..., Apart from...*

Giving reasons: *Therefore, so, as a result, that`s why,*

Contrasting: *But, however, nevertheless, on the other hand, by contrast,*

Comparing: *Similarly, in the same way,*

Contradicting: *In fact, actually,*

Emphasizing: *In particular, especially, actually, indeed, obviously, clearly*

It is clear that...

I'd like to underline/highlight/emphasize/stress ...

It is important to keep in mind/bear in mind/remember,

Generalizing: *Usually, generally, as a rule,*

Giving examples: *For example, for instance, such as, like,*

An example of this is...

Here is an example...

To give you an example,

Describing visuals:

This graph shows you...

Take a look at this...If you look at this, you will see...

I'd like you to look at this...

This chart illustrates the figures...

This graph gives you a break down of...

the column on the left shows..

the points in bold represent...

as this data indicates...

Concluding the talk:

To sum up, we...

Just to summarize the main points of my talk...

In brief, in short, so,...

Before I stop, let me go over the key issues again.

To conclude/in conclusion, I'd like to...

That concludes my presentation.

That brings us to the end of my presentation.

I'd like to finish by saying...

Inviting questions:

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

I'll be glad to answer any questions you have.

If there are no more questions, I'll stop here.

Feel free to ask any questions.

Presentation action verbs:

Consider, define, describe, explain, list, outline, propose, recommend, suggest, talk about, tell (somebody) about, concentrate on, focus on, look at,

Common verb tenses:

The future with "will":

- Used in the presentation overview stage to explain future intentions:
In my presentation, I'll talk about...
- Used in the final stage to end the presentation:
If there are no more questions, I'll end my presentation here. Thanks for listening.

The future with "going to":

- Used in the presentation overview:
In my presentation, I'm going to talk about...
- Used in the presentation body to link different sections:
Now, I'm going to move on to second part of my presentation...

The future continuous:

- Used in the presentation overview:
In my presentation today, I'll be talking about.....

The conditional form – “I'd like to”:

- Used in the presentation overview:
In my presentation today, I'd like to focus on...
- Used in the presentation body to link different sections:
Now, I'd like to move on to...

The present simple:

- Used in the closing stage to finish the presentation off:
That concludes my presentation today.