

**Presenting in English . Survival Language.**

**Key phrases. 1**

- **Introducing yourself:**

Good morning, ladies and gentlemen.

Good morning everyone.

For those of you who don't know me.

I'm responsible for...

- **Introducing the subject of your talk:**

I'm going to talk about..

I'd like to give you some information about...

I'd like to tell you something about.

- **Saying how you are going to give your talk.**

I've divided my talk into .... parts.

I'll begin by..

Then I'll take a look at...

The next point I'd like to discuss is...

I'll then move on to..

Finally I'd like to draw your attention to..

If you have any questions, a ) please ask as we go along b) I'll be happy to answer at the end.

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**Key phrases. 2**

- **Giving your talk.**

**Signposting:**

Let's begin by...

That's all I wanted to say about..

Moving on to the second part...

So much for...

Let's turn now to ....

The next issue/ subject/ area I'd like to focus on is...

Finally I'd like to discuss....

**Commenting on Slides:**

I'd like to point out...

As you can see...

I'd like to draw your attention to..

If you look more closely, you'll see...

I'd like you to think about...

Whichever way you look at it this is .....

The interesting thing here is..

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**Key phrases. 3**

**Analysing and giving recommendations:**

What does this mean ?

Let's consider this in more detail..

Why is this important?

The significance of this is..

Translated into real terms, this means...

**Giving examples.**

For example..

A good example of this is..

As an illustration..

To illustrate this point I'd like to ..

Simply put...

In other words..

To put it another way

So what I'm saying is...

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**Key phrases. 4**

- **Saying what you have talked about:**

Right, let's sum up, shall we?

Let's summarise briefly what we've looked at.

If I can just sum up the main points again.

So, to remind you of what I've covered in this talk.

Finally, let me remind you of what we've covered in this talk. Firstly...secondly...thirdly...and finally.

- **Ending**

Thank you for listening. Does anyone have any questions?



**Presenting in English . Checklist for slides.**

CHECKLIST	YES/NO
Is the structure of the presentation clear? Do the audience know in advance not only what you want to say, but how you are going to say it? Have you thought about the possibility of a handout outlining the structure of your presentation?	
Is there the right amount of information on the slide? Are they reading while you are talking? Is this what you want?	
Is the lettering clear and easy to read ?	
Are there any spelling or grammatical mistakes?	
Have you thought about replacing some slides with handouts?	
Did you prepare the audience by telling them what the slide was about in advance?	
Did you direct the audience's attention to the main points of the slide.	
Did you rephrase the main information you wanted the audience to focus on?	
Did you analyse and comment on the information?	



**Presenting in English as a second language. Key points.**

**K I S S**

( Short and simple. Not short and stupid.)

**INTRODUCE YOURSELF**

**INTRODUCE THE SUBJECT OF YOUR TALK**

**SAY HOW YOU ARE GOING TO GIVE YOUR TALK**

**GIVE IT**

**SAY WHAT YOU HAVE SAID**