Helpful phrases for a presentation

The following is an overview of useful presentation phrases to provide you with the basic structure of a presentation in English. Feel free to use them in your presentation.

Introduction

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| On behalf of *Company* I would like to welcome you here today. My name is Max Mustermann and I am the CFO of Global Travel*.* |
| Hi, I’m Max and I am the head of markteing of Global Travel. |
| Good morning/afternoon/evening ladies and gentlemen. My name is Max Mustermann and I am delighted to be here today to talk to you about… |
| I’d like to introduce my colleague Max Mustermann. |
| Hi everyone, I’m Max from Accounts and today I’d like to talk to you about… |

Introducing the topic

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|  |
| Today I am here to talk to you about… |
| As you all know, today I am going to talk to you about… |
| I would like to take this opportunity to talk to you about… |
| I am delighted to be here today to tell you about… |
| Today I would like to outline… |

Structuring the presentation

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|  |
| My talk is divided into x parts. |
| I’ll start with / Firstly I will talk about… / I’ll begin with |
| then I will look at … |
| next… |
| and finally… |
| I will be glad to answer any questions that you may have at the end. |

Beginning the presentation

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|  |
| I’ll start with some general information on… |
| I’d just like to give you some background information about… |
| Before I start, does anyone know…? |
| As you are all aware / As you all know… |

Changing the topic/speaker

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|  |
| Right, let’s move on to… |
| This leads me to my next point, which is… |
| I’d now like to look at / consider… |
| Now I will pass you over to /hand over to Max Mustermann. |
| Does anyone have any questions before I move on? |

Summary

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| To sum up… |
| So to summarise the main points of my talk… |
| Just a quick recap of my main points… |

Inviting questions

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|  |
| Does have anyone any questions? |
| I will be happy to answer your questions now |
| If you have any questions, please don’t hesitate to ask |
| If you have any further questions, I will be happy to talk to you at the end. |

Conclusion

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|  |
| I’d like to conclude by… |
| That brings me to the end of my presentation, thank for listening / for your attention. |
| Thank you all for listening, it was a pleasure being here today. |
| Well that’s it from me. Thanks very much. |