



Starting and Ending Presentations- Phrases

Without looking below, listen to your teacher read out phrases and hold up the right one of the cards they have given you. If the phrase can be used both at the beginning and end, hold up both. If it is only used in the middle of the presentation, leave both cards down.

Label the sections below with Start/ End/ Both/ Middle.

Here is a link for access to today's PowerPoint slides.

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I can see that the next presenter is eager to get started, so...

I need to hand over to my colleague, so...

I'm sure you are all ready for lunch, so...

Can I have your attention, please?

I'd like to get started, if I may.

Let's make a start.

As (a few of/ some of/ many of/ most of/ almost all of) you know, I'm... and...

For those of you who don't know me already,...

I think most of you know me, but I'll introduce myself anyway.

Before I start, I should probably explain that...

To explain why I chose this topic,...

To give you some background information,...

Moving on to the next slide/ topic/ point/ section/ part of my presentation,...

That leads us on nicely to the next point I want to deal with, which is...

The next thing I want to speak about is,...

By the end of my presentation, I want to show you that...

I aim to prove to you that/ change your mind about...

My purpose in presenting this to you is...

I'd now be interested to hear your views on what I have said.

I'll be around all day if you'd like to chat about this more.

I'm sure you have plenty of questions, so please fire away.

And on that point, I will bring my presentation to a close.

If no one else has any questions I will leave it there.

That's about it.

Can you see at the back?

Is the microphone working?

Please let me know if you can't see or hear.



Did you know that...?
Have you ever wondered...?
I think this is an important/ interesting topic because...

Are there any questions at this stage?
Before moving on, I'd just like to mention that...
I think I've covered that point, so now I want to speak about...

I can see some familiar faces today.
It's nice to see so many familiar faces.
It's nice to see so many young people today.

Thank you for attending.../ coming here today.
Thank you for finding the time to come and join me for this presentation.
Thanks for taking the time to...

I'll try to be finished by...
I'll try to keep it short.
My presentation will last for approximately...

I'm here today to...
What I want to show you/ tell you about/ talk to you about/ present to you is...
We'll focus on/ look at/ examine...

I hope I have convinced you that...
If there is one thing I'd like you to take away from today's presentation, it is...
To recap,...

I can see you are all.../ You all seem..., so...
I really didn't expect so many attendees.
I'd like to thank everyone/ you all for coming.

I think all this proves that...
It is quite difficult to draw conclusions, but...
What conclusions can we draw from all the information we have seen today? Well,...

Thank you for listening.
Thanks again for...
I really appreciate having had this opportunity to share my ideas with you.

If you have any questions, I'll be happy to answer them at the end.
If you have any questions, please raise your hand and ask at any time.
There'll be a Q&A session at the end.

It's good to see you (all) here (today).
I'd like to (warmly) welcome you (to...)
On behalf of... may I welcome you to...

Label the beginning and ending sections above with their functions, e.g. "Getting people's attention".

Match these functions to those sections.

Starting

Getting people's attention/ Starting the introduction

Introducing yourself

Giving background information

Explaining your aim

Checking visuals and sound

Giving a hook

Showing awareness of the audience/ Connecting with the audience

Explaining when to ask questions

Thanking/ Welcoming

Talking about time

Explaining the content and structure

Ending

Inviting (further) questions and comments

Signalling the end of the presentation or Q&A

Giving further information

Explaining why you are ending

Summarising

Stating a conclusion

Thanking at the end

Add at least one extra sentence to each of those functions.

Answer key (including suggested extra phrases)**Starting****Getting people's attention/ Starting the introduction**

Can I have your attention, please?

I'd like to get started, if I may.

Let's get started.

Let's make a start.

Introducing yourself

As (a few of/ some of/ many of/ most of/ almost all of) you know, I'm... and...

For those of you who don't know me already,...

I should probably start by introducing myself. I...

I think most of you know me, but I'll introduce myself anyway.

Giving background information

Before I start, I should probably explain that...

I chose this topic because...

To explain why I chose this topic,...

To give you some background information,...

Perhaps I should start off by...

I should probably begin by...

The reason why I want to tell you about this is...

Explaining your aim

By the end of my presentation, I want to show you that...

I aim to prove to you that/ change your mind about...

The purpose/ aim of today's presentation is...

My purpose in presenting this to you is...

Checking visuals and sound

Can everyone hear me?

Can you see at the back?

Is the microphone working?

Please let me know if you can't see or hear.

Giving a hook

Did you know that...?

Have you ever wondered...?

I think this is an important/ interesting topic because...

There is a famous joke on this topic which goes...

Showing awareness of the audience/ Connecting with the audience

I can see some familiar faces today.

It's nice to see so many familiar faces.

It's nice to see so many young people today.

I'm sure you are all still tired from lunch, so...



Explaining when to ask questions

I will leave ten minutes at the end for questions.
I would be grateful if any questions could be left until the end.
If anything I say isn't clear, please let me know.
If you have any questions, I'll be happy to answer them at the end.
If you have any questions, please raise your hand and ask at any time.
There'll be a Q&A session at the end.
Please feel free to interrupt me at any time.

Thanking/ Welcoming

It's a/ my pleasure to welcome you to...
It's good to see you (all) here (today).
I'd like to (warmly) welcome you (to...)
Let me begin by welcoming you all (to...)
On behalf of... may I welcome you to...
Welcome to...

Talking about time

I'll try to be finished by...
I'll try to keep it short.
I'm going to speak for approximately/ about...
My presentation will last for approximately...

Explaining the content and structure

I'm going to talk to you about...
I'll start/ begin/ commence with/ by...
I'll talk about/ present/ explain/ discuss/ focus on...
I'd like to start by explaining the title of my presentation.
I'd like to talk to you today about...
I'm here today to...
I've divided my presentation into... parts
I've invited you here today to tell you about.../ share ... with you.
In my presentation today,...
In this presentation,...
What I want to show you/ tell you about/ talk to you about/ present to you is...
We'll focus on/ look at/ examine...
My presentation is divided into...
The topic/ subject/ title of today's presentation is...



Ending

Inviting (further) questions and comments

We'll now move on to the Q&A stage.

And now, if anyone has any questions, I'd be happy to answer them.

I will now answer any questions you may have.

I'd now be interested to hear your views on what I have said.

I'd now like to invite questions and discussion.

I'll be around all day if you'd like to chat about this more.

I'm sure you have plenty of questions, so please fire away.

If anyone still has any questions, I'll be happy to answer them individually.

If you have any further questions

Please come up and talk to me (individually/ afterwards).

Please email me at this address.

Signalling the end of the presentation or Q&A

And on that point, I will bring my presentation to a close.

If no one else has any questions I will leave it there.

Let's leave it there/ stop there.

That brings me to the end of my presentation.

That is the end of my presentation.

That's about it.

Giving further information

Here is a link for access to today's PowerPoint slides.

Here is a list of possible further reading on the topic.

You can read more about it via the links on this last slide.

There is a list of original sources on the last page.

Explaining why you are ending

I can see that the next presenter is eager to get started, so...

I need to hand over to my colleague.

I seem to have run out of time.

I think I've covered everything.

I'm afraid I've already overrun my allotted time, so...

I'm sure you are all ready for lunch, so...

I've already gone on for too long, so...

Summarising

I hope I have convinced you that...

I've talked about three main areas.

If there is one thing I'd like you to take away from today's presentation, it is...

To recap,...

To restate my main point,...

To sum up... / To summarise...



Stating a conclusion

I think all this proves that...

In conclusion,...

It is quite difficult to draw conclusions, but...

The conclusion I would draw from that would be...

What conclusions can we draw from all the information we have seen today? Well,...

Thanking at the end

Thank you for listening.

Thank you for your kind attention.

Thank you very much for your attention.

Thanks again for...

Thanks for your time.

I really appreciate having had this opportunity to share my ideas with you.

Both (= Can be used at both the start and end)

I can see you are all.../ You all seem..., so...

I really didn't expect so many attendees.

I'd like to thank everyone/ you all for coming.

So/ Right/ Well/ Okay

Thank you for attending.../ coming here today.

Thank you for finding the time to come and join me for this presentation.

Thanks for taking the time to...

Middle (= Used in the main body of the presentation, not at the beginning or end)

Are there any questions at this stage?

Before moving on, I'd just like to mention that...

I think I've covered that point, so now I want to speak about...

If everyone is clear on that point, I'll move onto the next...

If there are no more questions, I'll move on to...

Moving on to the next slide/ topic/ point/ section/ part of my presentation,...

Let's move onto...

That leads us on nicely to the next point I want to deal with, which is...

The next thing I want to speak about is,...



Cards for students to hold up

Photocopy and cut out one of each kind of card per student.

Start	End
Start	End
Start	End