# Presentation phrasebank

**Introduction**

*Good morning/afternoon, everyone!*

*Thank you for coming to my presentation.*

*~~Dear colleagues~~*

*Today I/we will give you an overview of …*

*This morning, I’d like to …*

*What I want to talk to you about is …*

*Today we’re looking at …*

*The presentation today is divided into three parts. First, ... After that, ... Finally, …*

*I’m going to talk about three points today. I’ll begin with … Then I’ll talk a little bit about … I’ll finish off with …*

**Body**

*I’d like to start by saying …*

*I’d like to begin by …*

*Let’s begin by looking at …*

*Let’s start by/with (+ing!) …*

*I’d like to…*

*… tell you/talk about …*

*… show you/lay out/get across …*

*… discuss …*

*… illustrate/highlight …*

*Turning to …*

*Let’s turn now to … / Let’s now turn to…*

*Now I’d like to turn your attention to …*

*Next, …*

*Moving on to…*

*I’m sure everyone here has experienced …*

*I’m sure each of us knows …*

*I’m sure a lot of you know that …*

*As you may be aware …*

*But …*

*Even so, …*

*However, …*

*That’s why …*

*And so …*

*Another issue we need to think about is …*

*Just to add to that …*

*What’s more, …*

*So, in other words, …*

*To put it another way, …*

*Let me repeat that: …*

**Conclusion**

*In conclusion, …*

*To pull what I’ve said together, …*

*So, to sum up, …*

*To recap, …*

*That’s everything from me. Thanks for listening. Please let me know if you have any questions or want more information.*

*Thank you for your attention and if you have any questions, I’d be happy to answer them now.*

*If there are no further questions, I’d like to thank you very much for your attention.*

*Thank you.*