Giving a presentation		**Hints and phrases**

General points: What is **last** said is **best remembered**!

introduction	➲ The subject of my / our presentation is … ➲ The topic of my / our talk is ... ➲ I'm / We are going to talk about ... ➲ My / our topic today is … ➲ **Our task was to plan a day in London having £40 at our disposal.**
dealing with questions	➲ Please can you save your questions till the end. ➲ Please stop me / us if you have any questions. ➲ Can I come back to that point later?
Main part Overview (outline of presentation)	➲ I'm / we are going to divide this talk into two / three / four parts. ➲ I've / We've divided my / our presentation into three parts. ➲ I'd like to begin/start by talking about ... ➲ First of all, I'll / we'll speak about ... ➲ Then / Next my partner will talk / present … ➲ Finally, I / we would like to ...
Introducing a point	➲ My first point is … ➲ It must also be remembered that … ➲ We mustn't forget that … ➲ Now for something completely different … ➲ This brings me to the next *place we'd like to go to*. ➲ As I said earlier/ before *we also need money for* …
Ending a point and starting a new topic / point	➲ That is all I want to say about this point … ➲ There's nothing left to say on this point, I think, so let's turn to my / our 2nd / 3rd point now. ➲ That's all I have to say about... ➲ So much for... ➲ The next topic / point / aspect I'd / we'd like to focus on is the food / are the prices … ➲ Now let's move on to … . ➲ Now let's take a look at … . ➲ Now I'd like to move on to … . ➲ Next I'd like to take a look at … . ➲ Well, that brings us to the end of the final / last section.
Giving examples	➲ For example, ... ➲ A good example of this is... ➲ To give you an example, ... ➲ To illustrate this point, I want to tell / show you ...
End of the presentation Thanking the audience	➲ That brings the presentation to an end. ➲ Thank you for your attention. ➲ That brings us to the end of my / our presentation. ➲ Finally, I'd like to finish by thanking you (all) for your attention.
Ready to answer questions	➲ I'm happy to answer any queries/ questions. ➲ Does anyone have any questions or comments? ➲ Please feel free to ask questions. ➲ If anyone has any questions, I'll be pleased to answer them. ➲ If anyone has any questions, I'll do my best to answer them. ➲ If anyone has any questions, please feel free to ask them now.