

# ภาษาอังกฤษเพื่อการนำเสนอ (ENGLISH FOR PRESENTATIONS)

## USEFUL PHRASES FOR PRESENTATIONS

### I INTRODUCTION

3

1. Welcoming the audience
2. Introducing yourself, giving your position/department
3. Introducing your topic
4. Stating your purpose/objective
5. Overview
6. Timing
7. Handouts
8. Questions

### II THE MAIN BODY

5

1. Saying what is coming
2. Indicating the end of a section
3. Summarizing a point
4. Moving to the next point
5. Referring backwards/forwards
6. Referring to other points
7. Analyzing a point
8. Adding ideas
9. Expanding or elaborating
10. Giving examples
11. Paraphrasing and clarifying
12. Speaker's attitude
13. Referring to common knowledge
14. Focusing audience's attention
15. Talking about difficult issues
16. Postponing questions

<b>III DESCRIBING VISUALS</b>	<b>8</b>
1. Introducing a visual aid	
2. Explaining a visual aid	
3. Highlighting information	
4. Explaining purpose	
5. Explaining cause and effect	
<b>IV CONCLUSION</b>	<b>10</b>
1. Indicating the end of your talk	
2. Summarizing and concluding	
3. Making recommendations	
4. Inviting questions	
<b>V DEALING WITH QUESTIONS</b>	<b>11</b>
1. Clarifying questions	
2. Avoiding giving an answer	
3. Admitting you don't know	
<b>VI FINISHING AND SAYING GOODBYE</b>	<b>12</b>
<b>PRESENTATION SKILLS</b>	<b>13</b>
<b>POWERPOINT: PRESENTATION TIPS</b>	<b>13</b>
<b>REFERENCES</b>	<b>14</b>

## USEFUL PHRASES FOR PRESENTATIONS

### I INTRODUCTION

#### 1. Welcoming the audience

Good morning/afternoon, ladies and gentlemen.

Hello/hi everyone.

First of all, let me thank you all for coming here today.

Thank you very much for coming along here today.

On behalf of.....I'd like to welcome you.

It's a pleasure to welcome you today.

I'm happy/delighted that so many of you could make it today.

It's good to see you all here.

I appreciate you taking the time to attend this presentation.

#### 2. Introducing yourself, giving your position/department

Let me introduce myself. I'm CAPT.....from.....Department.

Let me just start by introducing myself. My name is.....

For those of you who don't know me, my name is.....

I'm the Director of the Personnel Division and am responsible for.....

I'm here in my function as the Head of.....

I'm the project manager in charge of.....

#### 3. Introducing your topic

I'm here today to present.....

The subject/topic of my presentation is.....

What I'd like to present to you today is.....

Today I'm going to present...../talk about...../inform you about.....

I have the pleasure to talk to you today about.....

I've invited you here today to have a look at my findings.

My presentation is concerned with.....

#### 4. Stating your purpose/objective

The purpose/objective /aim of this presentation is to.....

Today I'd like to give you an overview of.....

Our goal is to determine how/the best way to.....

Today I'll be showing you...../reporting on.....

I'd like to update you on.....

I'd like to inform you about.....

What I want to show you is.....

My objective is to.....

During the next few hours we'll be.....

#### 5. Overview

I'd like to give you a brief outline of my presentation.

Let me give you an idea of what I'm going to talk about.

I've divided my presentation into three (main) parts.

In my presentation I'll focus on three major issues.

My presentation consists of the following parts.....

I'll be speaking about these main points/the following main points.....

Point one deals with.....point two .....and point three.....

First, I'll be looking at .....second.....and third.....

I will begin /start off by.....Then I will move on to.....

Then/Next/After that.....

Finally/Lastly/I'll end with.....

#### 6. Timing

I'll take about.....minutes of your time.

I plan to be brief. I'll only take.....minutes of your time.

My presentation will take/last (about/roughly).....minutes.

It will take about.....minutes to cover these issues.

This should only last/take.....minutes.

This won't take more than.....

## 7. Handouts

Does everybody have a handout/copy of the report?

Please take one and pass them on.

Don't worry about taking notes. I've put all the important information on a handout for you.

I'll be handing out copies of the slides at the end of my talk.

I can email the PowerPoint presentation to anybody who wants it.

## 8. Questions

There will be time for questions after my presentation.

We will have about.....minutes for questions in the question and answer period.

I'd be very happy to invite you to ask questions at the end of the session.

At the end I'd be very happy to answer any of your questions.

I'll open it up for questions and comments at the end of the presentation.

If you have any questions, feel free to interrupt me at any time.

Please don't hesitate to interrupt me if you have any questions.

Please interrupt/stop me if something isn't clear/you need clarification.

I will be happy to answer your questions at any time during the presentation.

## II THE MAIN BODY

### 1. Saying what is coming

In this part of my presentation, I'd like to talk about.....

So, let me first give you a brief overview.

### 2. Indicating the end of a section

This brings me to the end of my first point.

That's all I wanted to say about.....

That's all I have to say about.....

So, that's the background on.....

So much for the first point.

### 3. Summarizing a point

I'd like to summarize what I've said so far.....

Before I move on, I'd like to recap the main points.

Let me briefly summarize the main issues.

#### 4. Moving to the next point

This leads directly to my next point.

I'd like to move on to another part of the presentation.

After examining this point, let's turn to.....

Well, we've looked at.....Now I'd like to discuss.....

Having discussed....., I'd like to move on to.....

That brings me to .....

Let's now move on to/turn to.....

Let's now take a look at.....

So now we come to.....

#### 5. Referring backwards/forwards

As I said/mentioned earlier,.....

To repeat what I said earlier,.....

Let me come back to what I said before.

Let's go back to what we were discussing earlier.

As I've already explained,.....

As I pointed out in the first section,.....

I will elaborate on this later in the presentation.

I'll provide you with a more detailed explanation later in the presentation.

We'll come back to this point later.

#### 6. Referring to other points

I have a question in connection with/concerning.....

There are a few problems regarding.....

With respect to/regard to planning, we need more information.

According to the budget, our plan needs reviewing.

#### 7. Analyzing a point

Where does that lead us?

What conclusion can we draw from this?

What does this mean?

Why is this important?

So, how are we going to deal with this problem?

So, where do we go from here?

Why do I say that? Because.....

Let's consider this in more detail.

The significance of this is.....

Translated into real terms,.....

### **8. Adding ideas**

In addition to this, I'd like to say that.....

Moreover/Furthermore, there are other interesting facts we should take a look at.

Apart from being a good idea, it will make a profit too.

### **9. Expanding or elaborating**

I'd like to expand more on.....

I'd like to elaborate a little on.....

### **10. Giving examples**

For example,/For instance,.....

A good example of this is.....

As an illustration,.....

To give you an example,.....

To illustrate this point,.....

### **11. Paraphrasing and clarifying**

In other words,.....

So what I'm saying is.....

To put it more simply,.....

To put it another way,.....

### **12. Speaker's attitude**

I believe/think that.....

It seems to me that.....

The point I'm trying to make here is.....

It's important/interesting to notice.....

### 13. Referring to common knowledge

As you may be aware of.....

As you may know.....

I know many of you are familiar with.....

As I'm sure you are aware.....

It is commonly known that.....

### 14. Focusing audience's attention

What is interesting/important is.....

Notice/observe that.....

### 15. Talking about difficult issues

I think we first need to identify the problem.

We'll have to clarify a few points before we start.

If we don't solve this problem now, we'll get/run into serious trouble soon.

We will have to take care of this problem now.

We are currently having difficulties with.....

### 16. Postponing questions

If you don't mind, I'll deal with/come back to this point later in my presentation.

Would you mind waiting until the question and answer session at the end?

Can we get back to this point a bit later?

Perhaps we could go over this after the presentation.

I'll have to come to that later, perhaps during the break since we're running out of time.

## III DESCRIBING VISUALS

### 1. Introducing a visual aid

I have a slide here that shows/represents.....

Let's now look at the next chart which shows.....



To illustrate this, let's have a closer look at.....

The problem is illustrated in the next bar chart.

You can see the results in this table.

Here are some facts and figures.

According to this graph,.....

As you can see from the chart,.....

## 2. Explaining a visual aid

First, let me quickly explain the graph.

You can see that different colours have been used to indicate.....

The pie chart is divided into several parts.

The biggest segment indicates.....

The numbers here have increased/gone up.

The numbers have changed and gone down (decreased).

The numbers have remained stable.

## 3. Highlighting information

May I focus your attention on the slide/chart/graph. You will notice that.....

Please direct your attention to the slide.

I'd like to stress/highlight/emphasize the following point(s).

I'd like to start by drawing your attention to.....

Let me point out that.....

What's really important here is.....

Let's look more closely at.....

What I'd like to point out here is.....

## 4. Explaining purpose

The purpose of this step is to.....

Our aim is to.....

We introduced this method to .....

## 5. Explaining cause and effect

Our new method has led to an increase of 5%.

What is the reason for this decrease?

This is because of.....

The unexpected drop was caused by.....

As a consequence/Consequently,.....

As a result,.....

## IV CONCLUSION

### 1. Indicating the end of your talk

I'm now approaching/nearing the end of my presentation.

Well, this brings me to the end of my presentation.

That covers just about everything I wanted to say about.

I think that's everything I wanted to say about.

As a final point, I'd like to.....

Finally, I'd like to highlight one key issue.

### 2. Summarizing and concluding

Before I stop, let me go over the key issues again.

Just to summarize/sum up the main points of my talk.

I'd like to run through my main points again.

I'd like to end by emphasizing the main points.

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

Finally, let me remind you of some of the issues we've covered.

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

I'd like now to recap.....

To conclude/ In conclusion/In short, I'd like to.....

That concludes my talk.

That brings me to the end of my talk.

That's all I have to say for now.

Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that.....

### 3. Making recommendations

We'd suggest.....

We therefore (strongly) recommend that.....

In my opinion, we should.....

Based on the figures we have, I'm quite certain that.....

### 4. Inviting questions

(Thank you for listening/Thank you for your attention) Now I'd like to invite your comments.

Does anyone have any questions or comments before we conclude today?

So, now I'd be interested to hear your comments.

And now I'll be happy to answer any questions you may have.

Now we have half an hour for questions and discussion.

We just have time for a few questions.

If you'd like me to elaborate or clarify anything we covered today, please ask.

Please feel free to ask questions.

Would you like to ask any questions?

Are there any questions about any of that?

Are there any questions?

## V DEALING WITH QUESTIONS

### 1. Clarifying questions

I'm afraid I didn't quite catch that.

I'm afraid I don't quite understand your question.

I'm sorry, could you repeat your question, please?

Could you rephrase that, please?

So, if I understand you correctly, you would like to know whether.....

So, in other words you would like to know whether.....

If I could just rephrase your question. You'd like to know.....

Let me make sure I understand you completely. Do you mean that.....?

Does that answer your question?

## 2. **Avoiding giving an answer**

If you don't mind, could we discuss that on another occasion?

I'm afraid that's not really what we're discussing today.

I'm afraid I'm not in a position to answer that question at the moment.

Well, actually I'd prefer not to discuss that today.

I'm afraid it's confidential.

## 3. **Admitting you don't know**

Sorry, I don't have that information at the moment.

I'm afraid I don't know the answer to your question, but I'll try to find out for you.

I want to answer your question completely, but I don't have all the information with me right now. Could you give me your email after the presentation so I can send you a complete response?

Sorry, that's not my field. But I'm sure John Brown from the Education Section could answer your question.

I'm afraid that's outside the scope of my talk/this session. If I were you, I'd discuss that with.....

I'm afraid I'm not the right person to answer this question.

## **VI FINISHING AND SAYING GOODBYE**

If there are no further questions, I'd like to thank you very much for your attention. If you think of any additional questions, please feel free to contact me.

## PRESENTATION SKILLS

<https://www.castlereaghcommunity.co.uk/wp-content/uploads/2013/04/Section-14-Presentation-Skills.pdf>

<http://www.mycourse.solent.ac.uk/mod/book/tool/print/index.php?id=2750>

[http://www.southampton.ac.uk/englishforengineers/understanding\\_assessed\\_tasks/presentations/index.page](http://www.southampton.ac.uk/englishforengineers/understanding_assessed_tasks/presentations/index.page)

## POWERPOINT: PRESENTATION TIPS

<http://www.bates.edu/ils/2011/how-do-i/software/powerpoint-presentation-tips/>



## REFERENCES

- นาวาเอกหญิง ภาณี ศรีมยุรา Phrases for Presentations. นาวีกาศาสตร์. กุมภาพันธ์ ๒๕๕๘ หน้า ๗๔-๗๕
- Grussendorf, Marion. English for Presentations. China: Oxford University Press, 2007
- <http://www.academicenglishuk.com/presentations>
- <http://www.bates.edu/ils/2011/how-do-i/software/powerpoint-presentation-tips/>
- <http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/expert.shtml>
- <http://www.businessenglishresources.com/31-2/student-section/student-handouts/signposts-test/>
- <http://www.castlereaghcommunity.co.uk/wp-content/uploads/2013/04/Section-14-Presentation-Skills.pdf>
- <http://www.ilac.com/blog/tips-for-giving-a-great-presentation-in-english/>
- <http://www.macmillandictionaries.com/MED-Magazine/November2004/24-Top-Tips-PresentS1.htm>
- <http://www.mycourse.solent.ac.uk/mod/book/tool/print/index.php?id=2750>
- [http://www.southampton.ac.uk/englishforengineers/understanding\\_assessed\\_tasks/presentations/index.page](http://www.southampton.ac.uk/englishforengineers/understanding_assessed_tasks/presentations/index.page)
- <http://www.theenglishkyperoom.co.uk/30-key-phrases-to-use-when-giving-a-presentation-in-english/>

