

# Language Checklist

## The introduction to a presentation

### Greeting

Good morning / afternoon ladies and gentlemen.  
(Ladies and) Gentlemen ...

### Subject

I plan to say a few words about ...  
I'm going to talk about ...  
The subject of my talk is ...  
The theme of my presentation is ...  
I'd like to give you an overview of ...

### Structure

I've divided my talk into (three) parts.  
My talk will be in (three) parts.  
I'm going to divide ...  
First ...  
Second ...  
Third ...  
In the first part ...  
Then in the second part ...  
Finally ...

### Timing

My talk will take about ten minutes.  
The presentation will take about two hours ... but there'll be a twenty minute break in the middle. We'll stop for lunch at 12 o'clock.

### Policy on questions / discussion

Please interrupt if you have any questions.  
After my talk there'll be time for a discussion and any questions.

## The main body

### **Signalling different parts in a presentation:**

#### Ending the introduction

So that concludes the introduction.  
That's all for the introduction.

#### Beginning the main body

Now let's move to the first part of my talk, which is about ...  
So, first ...  
To begin with ...

#### Listing

There are three things to consider. First ... Second ... Third ...

There are two kinds of ... . The first is ... The second is ...  
We can see four advantages and two disadvantages. First, advantages.  
One is ... Another is ... A third advantage is ... Finally ...  
On the other hand, the two disadvantages. First ... Second ...

Linking: Ending parts within the main body

That completes / concludes ...  
That's all (I want to say for now) on ...

Linking: Beginning a new part

Let's move to (the next part which is) ...  
So now we come to ...  
Now I want to describe ...

Sequencing

There are (seven) different stages to the process.  
First / then / next / after that / then ( $x$ ) / after  $x$  there's  $y$ , last ...  
There are two steps involved. The first step is ... The second step is ...  
There are four stages to the project.  
At the beginning, later, then, finally ...  
I'll describe the development of the idea.  
First the background, then the present situation, and then the prospects for the future.

## **The end of the presentation**

Ending the main body of the presentation

Right, that ends (the third part of) my talk.  
That's all I want to say for now on ...

Beginning the summary and/or conclusion

I'd like to end by emphasising the main point(s).  
I'd like to finish with ...

- a summary of the main points.
- some observations based on what I've said.
- some conclusions / recommendations.
- a brief conclusion.

Concluding

There are two conclusions / recommendations.  
What we need is ...  
I think we have to ...  
I think we have seen that we should ...

Inviting questions and/or introducing discussion

That concludes (the formal part of) my talk. (Thanks for listening) ... Now I'd like to invite your comments.  
Now we have (half an hour) for questions and discussion.

Right. Now, any questions or comments?  
So, now I'd be very interested to hear your comments.

## **Handling questions**

### Understood but difficult or impossible to answer

That's a difficult question to answer in a few words.

- It could be ...
- In my experience ...
- I would say ...
- I don't think I'm the right person to answer that. Perhaps (Mr Holmes) can help ...
- I don't have much experience in that field ...

### Understood but irrelevant or impossible to answer in the time available

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

I'll have to come to that later, perhaps during the break as we're short of time.

### Not understood

Sorry, I'm not sure I've understood. Could you repeat?

Are you asking if ... ?

Do you mean ... ?

I didn't catch (the last part of) your question. If I have understood you correctly, you mean ... ? Is that right?

### Checking that your answer is sufficient

Does that answer your question?

Is that okay?

## **Using visuals**

### Types of visual support

visual (n.)

film / video

picture

diagram

chart

pie chart

- segment

table graph

- x axis / horizontal axis

- y axis / vertical axis

- left hand / right hand axis

line graph

- solid line

- dotted line

- broken line

### Equipment

computer and projector  
slides  
loudspeakers  
flip chart  
whiteboard

### Introducing a visual

I'd like to show you ...  
Have a look at this ...  
This (graph) shows / represents ...  
Here we can see ...  
Let's look at this ...  
Here you see the trend in ...

### Comparisons

This compares  $x$  with  $y$ .  
Let's compare the ...  
Here you see a comparison between ...

### Describing trends

|                    |                 |                      |                 |
|--------------------|-----------------|----------------------|-----------------|
| to go up           |                 | to go down           |                 |
| to increase        | an increase     | to decrease          | a decrease      |
| to rise            | a rise          | to fall              | a fall          |
| to climb           | a climb         | to decline           | a decline       |
| to improve         | an improvement  | to deteriorate       | a deterioration |
| to recover         | a recovery      |                      |                 |
| to get better      | an upturn       | to get worse         | a downturn      |
| to level out       | a levelling out |                      |                 |
| to stabilise       |                 |                      |                 |
| to stay the same   |                 |                      |                 |
| to reach a peak    | a peak          | to reach a low point |                 |
| to reach a maximum |                 | to hit bottom        | a trough        |
| to peak            |                 |                      |                 |
| to undulate        | an undulation   |                      |                 |
| to fluctuate       | a fluctuation   |                      |                 |

### Describing the speed of change

|               |                 |                    |               |
|---------------|-----------------|--------------------|---------------|
| a dramatic    | increase / fall | to increase / fall | dramatically  |
| a marked      |                 |                    | markedly      |
| a significant |                 |                    | slightly      |
| a slight      |                 |                    | significantly |