

## VOCABULARY AND GRAMMAR BANK

### Greeting, introducing yourself:

*Good morning, My name`s.../I am a..../I work for...I`m a student of....*

*Ladies and gentlemen, thank you very much for coming along here today.*

*It`s good to see you all here*

*Let me start by saying just a few words about myself...*

*Let me introduce myself.*

### Introducing the topic:

*I`d like to talk (to you) today about...*

*I`m going to present the recent....*

*inform you about....*

*describe...*

*talk about...*

*look at...*

*In this presentation I`ll be describing.....*

*I`d like to discuss.....*

*The subject of my talk is...*

*The topic of my speech is....*

*In my talk, I`m going to focus on...*

*What I`d like to do is to explain...*

*What I`m going to do is to describe...*

### Stating your purpose/objective:

*The purpose of today`s presentation is to discuss how...*

*to give you the background to....*

*to put you in the picture about.....*

*to update you on...*

*to give the background to...*

*My aim is to...*

*What I want to do is...*

*My objective is to...*

*I`d like to give you an overview of...*

### Structuring the main content:

*I`ve divided my presentation into.....parts/sections. In the first part, I`ll talk about...Then, in the second part, I`ll look at...And in the final part, I`ll focus on...and consider...*

*The subject can be looked at under the following headings...*

*I`ll start by looking at...Next, I`ll focus on... and to finish off, I`ll consider...*

*First, I`ll look at...Later I plan to...finally, I hope to...*

*In my presentation, I`ll focus on three main issues.*

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

*I`ll begin/start off by.... Then I`ll move on to...*

*I'll end with...*

Signposting phrases:

Sequencing/Ordering points:

*Firstly...to begin with... at the beginning... at the start..*

*Second(ly)...Third(ly)...*

*Then...next...after that...*

*Finally...at the end... last(ly)...*

Moving to the next point:

*Moving on to..., If we move on to...*

*Now, I'd like to turn to...*

*Having considered this (X), let`s now move on to (Y)...*

*This leads us to my next point...*

*Let`s now take a look at/turn to/ move on to...*

Going back:

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

*Let me come back to what I said before...*

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

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

Adding ideas:            *In addition to this..., Moreover,...., Furthermore..., Apart from...*

Giving reasons:        *Therefore, so, as a result, that`s why,*

Contrasting:            *But, however, nevertheless, on the other hand, by contrast,*

Comparing:             *Similarly, in the same way,*

Contradicting:         *In fact, actually,*

Emphasizing:          *In particular, especially, actually, indeed, obviously, clearly*

*It is clear that...*

*I'd like to underline/highlight/emphasize/stress ...*

*It is important to keep in mind/bear in mind/remember,*

Generalizing:          *Usually, generally, as a rule,*

Giving examples:      *For example, for instance, such as, like,*

*An example of this is...*

*Here is an example...*

*To give you an example,*

### Describing visuals:

*This graph shows you...*

*Take a look at this...If you look at this, you will see...*

*I'd like you to look at this...*

*This chart illustrates the figures...*

*This graph gives you a break down of...*

*the column on the left shows..*

*the points in bold represent...*

*as this data indicates...*

### Concluding the talk:

*To sum up, we...*

*Just to summarize the main points of my talk...*

*In brief, in short, so,...*

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

*To conclude/in conclusion, I'd like to...*

*That concludes my presentation.*

*That brings us to the end of my presentation.*

*I'd like to finish by saying...*

### Inviting questions:

*If anyone has any questions, I'll do my best to answer them.*

*I'll be glad to answer any questions you have.*

*If there are no more questions, I'll stop here.*

*Feel free to ask any questions.*

### Presentation action verbs:

*Consider, define, describe, explain, list, outline, propose, recommend, suggest, talk about, tell (somebody) about, concentrate on, focus on, look at,*

### Common verb tenses:

#### The future with "will":

- Used in the presentation overview stage to explain future intentions:  
*In my presentation, I'll talk about...*
- Used in the final stage to end the presentation:  
*If there are no more questions, I'll end my presentation here. Thanks for listening.*

#### The future with "going to":

- Used in the presentation overview:  
*In my presentation, I'm going to talk about...*
- Used in the presentation body to link different sections:  
*Now, I'm going to move on to second part of my presentation...*

The future continuous:

- Used in the presentation overview:  
*In my presentation today, I'll be talking about.....*

The conditional form – “I'd like to”:

- Used in the presentation overview:  
*In my presentation today, I'd like to focus on...*
- Used in the presentation body to link different sections:  
*Now, I'd like to move on to...*

The present simple:

- Used in the closing stage to finish the presentation off:  
*That concludes my presentation today.*