

# Useful phrases

## Giving a presentation

### Salutation and introducing the topic of your presentation

Good morning / Good afternoon / Hello everybody!

Today I would like to give a presentation on ... /  
Today I have come here to tell you ... / inform you about ...

### Giving an overview

In the first part of my presentation I will present / summarise / outline / explain ...

The second part will be about ... / will deal with ... / will give an example of ... and in the final part of my presentation I will illustrate / evaluate / analyse ...

### Structuring your presentation

Well, first of all, let me say that ...

The main reasons why ... / for ...

Moreover, I should mention that ...

On top of that, in my experience ...

Besides, ...

Broadly speaking, / Frankly speaking, we should not forget to mention that ...

Another possibility may be that ...

I am convinced that ... / I really feel that ... / I truly believe that ...

Last but not least, I would suggest that ... / I would recommend that ...

### Concluding / Summarising

Summarising, it is vital to say that ...

Finally, I would like to ...

Please ask if you have any further questions.

Thank you for listening!

## Describing statistics, graphs, charts and diagrams

### Providing general information

The statistics / graph / diagram / bar chart / pie chart / infographic ... shows / illustrates / demonstrates ...

The data / projection was provided / made by ...

The period under review is from ... to ...

### Summarising results

The statistics / graph / diagram / bar chart / pie chart / infographic ... clearly shows / illustrates that ...

The majority / minority thinks / claims ... that ...  
... per cent of the interviewed enjoy / feel ... that ...

Half / A third / A quarter of the people surveyed claim ...

As a matter of fact, we can say that ...

Moreover, the statistics / graph / diagram / bar chart / pie chart / infographic ... also illustrates that ...

Talking about ..., research indicates that ...

### Structuring

First, ...

Second, ...

Third, ...

Furthermore, ...

Referring to ..., it is vital to say that ...

Besides, we should not forget to mention that ...

Analysing the results, it is to say that ...

It is remarkable that ...

To my surprise, ...

The results proof / show ... that ...

According to the figures, we can assume that ...

That's why ...

Therefore, I would say / think ...

### Concluding / Summarising

Summing up, it can be said that ...

To put it in a nutshell, it is to say that ...

Finally, ... / Last but not least, ...

## Discussion phrases

### Introducing an argument

First of all, I am / we are of the opinion that ...

Another significant point is that ...

Not only that, but I / we also consider ... to be relevant in this discussion.

Not only are they ..., they are also ...

There are various reasons for this, for example ...

When we have a closer look at ...

### Contrasting

In contrast to this, ...

On the one hand, ... / On the other hand, ...

Although it is true that ... , it would be wrong to claim that ...

One could argue that ..., but ...

### Exemplifying / Emphasising

Take, for example, ...

Let me give you an example: ...

Let's consider ..., for instance: ...

As I / we already indicated / mentioned, ...

I / We should like to emphasise that ...

### Concluding / Summarising

So, all in all, we believe that ...

Summing up, it can be said that ...

Evaluating the arguments, I / we come to the conclusion that ...

For this reason, I / we can say that ...

Because of this, we could agree on ...