

Here are some phrases to use during your presentation.

When you begin:

OK, Can I have your attention, everyone?

Let's start, shall we?

All right, everyone!

Greeting and welcoming:

Good morning, everyone and welcome to...

Hello, ladies and gentlemen, nice to see you all here.

On behalf of my company, I'd like to welcome you all here today.

My name is ... and I'm here to present / I'm here to tell you something about...

Explaining the structure of your presentation:

First, I'm going to tell you something about...

To start with, I will say a few words about..

Firstly, I will...

Secondly, there will be..

Next, I would like to say something on...

And finally, I will finish my presentation by...

Ending one point:

OK, so much for...

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

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

And starting another:

Now I'd like to talk about...

Next, I'd like say a few words about...

And now I will move on to my next point...

And now I'd like to draw your attention to...

Next, I'd like to concentrate on...

Finally, ending your presentation:

So, to sum up, ...

Well, that's all I wanted to say...

I'd like to finish by...

Let me end by saying...

Thanking the audience and inviting questions:

Thank you for your attention.

It's been a pleasure to...

I hope you have enjoyed...

And now, if you have any questions, I will do my best to answer them.

I'm sure you have questions, so please ask, and I'll try to answer.