

Presentation Signpost Expressions

Starting

Good morning/afternoon/evening (everyone, ladies and gentlemen, colleagues)

Thank you very much for inviting me to speak here today.
I am honored to have the opportunity to share our research with you here today.

I am happy to have this chance to speak to you (all) today about...

Introducing topic

Today I'm going to talk about...

As you can see, I'm here today to talk to you about...

Explaining structure

(Especially important if the structure of your talk is a little different from normal, or you have a very long presentation with many parts).

I've divided my presentation into two/three/four/several parts.

First, I'll explain XXX and then I'll move onto talk about...

Showing respect for listener's knowledge

As you may know,
As you can see,
As you may be aware,
I know many of you are familiar with...
Many of you may have performed...
I am sure, you are all familiar with X's work on

Moving from section to section

So let me start by... explaining the background
So I'll start with...
Right, so first...

Well moving onto...
Next I'll talk about...

Right, was that clear? So I'll move onto...

Well, what does this all mean? So what is the significance of this?

Let's take a moment to look at a few other reports...
So what have other people said about this?

OK, so what's next...

Right, I'll introduce/share our materials and methods.

So finally,
That brings us to my last point.

Looking at visuals

Now let's look at...
May I focus your attention on the table / chart / figure
You'll notice that...
OK so you can see a summary of our results here...

Pls focus on the second row / the post operative findings in patient 2

Underlining points:

Please remember that...
It's important to remember that...
This is important/significant because...
You're probably thinking that... and you're right
/ but this would be a mistake...
Please notice that...
Note this point:

Referring backwards and forwards

You'll remember I said...
Just to repeat what I said earlier,
As I mentioned earlier...
Do you remember I said...?

I'll talk more about this later.
Don't worry if this isn't so clear now, I'll explain
the details later...
More on this later on.
The details will come later.
Can I come back to this point?

Referring to study weaknesses

You may be able to see the weaknesses in
our study.
Of course our study cannot conclusively say
that...
We need to look at X in more detail and a
further study with Y might confirm our
findings.

Summarizing

OK, so in summary...
So where does this leave us? Well we need
to:
We can agree that...
Our main point is that:

We have raised the following questions:
Our study has proved that:
We believe our study presents conclusive
proof that...
We believe our study raises many questions
about...
We believe our study may be the first step in...

Finishing up:

I hope my rather rapid explanation was clear.
Thank you very much for your attention.
Thank you for listening.
Well that's all from me today. It's been a great
pleasure to share this with you today.
Thank you very much.

Starting question-time

I'll be happy to answer questions...
If you have any questions, I'll be happy to
answer them.
Does anyone have any questions?
OK, so question time! Anyone...?

Unfortunately we seem to have run out of time.
If anyone has any questions, I'll be happy to try
to answer them privately.../ you can see my
email address here...

Responding to tricky questions

Thank you... it's a good question and one we
are trying to address in our follow up studies.

Ah yes. That occurred to us too. We tried to
account for it by...

I'm afraid I have no idea! Perhaps we can look
at that in more detail in a follow up study. Do
you have any suggestions?

Let me check I understand you clearly. Do you
mean...?
So do you mean...?
So are you saying...?

Could you repeat that?
I didn't quite catch that...
I'm not sure I'm following you...

I'm afraid my English is failing me.

Ah... I'm afraid I don't have that information
with me now. If I can get your email address
after this session, I'll mail it to you.