



Leading Conclusion

The end of your presentation is, besides the highlights you set, the part which the audience will remember the longest. Therefore, you may want to end it smoothly:

1. Ending the main part:

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

2. Beginning the summary and/or conclusion

- To sum up...
- Ok, in brief, here are several advantages and disadvantages...
- To conclude...
- I'd like to end by emphasizing the main points.
- I'd like to end with a summary of the main points.

3. Concluding:

- I think we have seen that we should...
- In my opinion, we should...
- I recommend / suggest that we...
- There are three reasons why I recommend this.
First,.../Second,.../Finally,...

4. Ending Phrase

- Well, I've covered the points that I needed to present today.
- That sums up (my description/analysis/evaluation) of...
- That concludes my talk for today.
- Thank you for listening / your attention. / Many thanks for coming.

5. Discussion Question

- Should target your talk's main point as well as interesting, controverser or problematic.

Feedback:

Conclusion	summarizing, rounding up	+	o	-	hasty, no summary
Discussion question	exposes problem / controversy	+	o	-	boring or too easy



Leading Conclusion

Proving a fact

- I will try to prove that/these facts (to you) ... It's evident that ...
- These facts prove that ...
- This is convincing proof/evidence of ...
- This evidence may be weak/incomplete, but ...

Reinforcing a statement

- to some extent/to a certain degree
- up to a point/more or less
- at least/although
- however/nevertheless
- what's more
- even so ...

Addressing an audience

- Thank you very much for your attention.
- Thank you very much for listening.
- If you have got any questions, please feel free to ask them. I'd be happy to answer your questions.
- If you want to add something, please do so now.
- I (do) hope that you have enjoyed my presentation.

Giving examples

- Let me give you an example.
- If you look at the picture/chart/graph ... , you can see (that) ... As you can see from ...
- For instance, look at ...
- Take ..., for example Let me give you an example of what I mean by ...
- To illustrate this point ...

Modify a statement

- besides/in any case/anyway
- especially/above all
- not to mention even worse

Reformulating a statement

- In other words, ...
- What I was trying to say was ...
- Perhaps I should make that clearer by saying that ... Let me put it another way: ...
- To put it differently/another way, ...
- In other words ...
- I guess what I'm really trying to say is ...

Expressing your opinion

- In my opinion/In my view ...
- To my mind ...
- I am of the opinion that ...
- The point I'm trying to make is ...
- I am sure/convinced that ...