



1 Strong introduction

There are a number of different ways you can open your English presentation / statement / monologue, depending on your goal. Here's a simple, but effective introduction structure

1. Introduce the presentation topic/target:

- I plan to say a few words about...
- I'm going to talk about...
- The subject of my talk is...
- By the end of the talk/presentation/session, you will know how to...
- Today I'm going to talk about ...
-

- Can everyone hear me?
- Please tell me if you can't hear me properly/can't see the screen/the board..

2. Point to the problem/question/thesis:

- I find it striking / remarkable / problematic that...
- ...which leads me to the question/thesis/idea...

- Let me start by saying (a few words about) ...
- I would like to start with ...
- To begin with, .../let me describe...
- I'd like to begin by .../with ...
- First of all, I want to say/...
- First I am going to talk about ...; then I will deal with...; after that I will analyse; finally... Secondly, ...
- In the second place, ...

3. Outline your talk:

- My talk will be in (three parts).
- In the first part..., then in the second part,... Finally, I will go on to talk about...

4. Question policy?

- Please interrupt if you have any questions. Don't hesitate to ask questions.
- After my talk, there will be time for a discussion and any questions.

2 Linking your structure

Linking phrases are like the skeleton which hold your presentation together. Not only do they improve the flow and help guide the audience, by memorizing them they can also help you remember the general structure of your presentation, giving you increased confidence.

1. Adding ideas

- basic**
 - Last year we acquired two companies: ABC and XYZ.
 - Last year we acquired the company ABC. We acquired XYZ too.
- advanced**
 - **Besides** acquiring ABC last year, they took over XYZ.
 - **In addition to** acquiring ABC last year, they took over XYZ.
 - **As well as** acquiring ABC last year, they took over XYZ.
 - Last year they acquired ABC company. **Furthermore**, they took over XYZ. (=implies that taking over XYZ was more important)

- Structure you use 1**
 - Next ...
 - Next I'd like to point out ...
 - Another important argument ...
 - Let me continue by describing ...
 - On the one hand, ... , on the other hand, ... For one thing ... , for another thing ... Moreover, ... / Furthermore, ...
 - Apart from that, ...
 - Finally/Lastly ...
 - Last but not least ...

2. Relativize or qualify a statement

- basic**
 - It remains unclear whether acquiring ABC is a good idea.
- advanced**
 - **On the one hand... / on the other...**
 - **On close(r) inspection...**
 - **Notwithstanding that** ABC is a DAX company...
 - **Regarding** the acquisition of...
 - **Referring to...**
 - **In comparison with...**
 - Whether this plays out well has to be seen **in the long run**.

- Linking ideas**
 - Therefore/Moreover/Nevertheless ...
 - In other words/That is to say ...
 - That's why/For this reason ...
 - Above all ...
 - Not only ... but also ...

- 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 ..

- 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 ...

- Modifying a statement**
 - besides/in any case/anyway
 - especially/above all
 - not to mention even worse



3 Gaining interest and talking time

Talking Time for your talk/monologue is about 3-4 minutes and roughly 10 minutes for your presentation. A good structure of your talk can help you to stay in time and pitch/variation/emphasis is a good method to keep the listeners interested.

Tips:

Use rather **bullet points** instead of a written transcript (= full sentences). Everything you say **freely** is easier to understand for your audience and therefore more interesting. Use also **pitch/variation** in your voice to emphasize certain aspects and to lead the audience in the right direction.

Variation is also important to not sound monotonous.

Giving reasons

- Let me explain why ...
- Well, the thing is ...
- The basic/main reason is that ...

Quoting

- The following quote underlines/backups my description of...
- We can see this in line XX: ...
- He says: ...
- An example of this is (in line XX): ...
- Later on ...when he says...
- ...as can be seen when ...

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 ...

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 ...

Referring to so / sb

- I'm referring to ...
- Considering the fact that ...
- In/With regard to ...
- As regards/Regarding ...
- With respect to ...
- If you look at ...

Relate to people

- He/she said/answered/replied...
- He/she was shocked, "...".
- He/she didn't want to help/had an idea, "...". She wants to know...
- She asks if...
- She says that...
- She goes on to say...
- She mentions that...
- She adds that...
- She hopes...

4 Working with visuals / statistics / material

If you show visuals / statistics or refer to material do not simply talk about it briefly but rather explain in detail (with gestures) and direct the reader to your findings. It is important to maintain or gain back the attention of your audience.

Newspaper/article

- This newspaper article/The title of the article "... " tells us ...
- At the beginning of the article, the author says/explains/states/writes/... The author/article goes on to describe/explain...
- Then the author/article tells us who/what ...
- The author believes/thinks/is of the opinion that ...
- From the author's point of view ...
- Next we are given information about ...
- Finally we are told/the author turns to ...

Statistics

- The figures in the chart/table show that ...
- As you can see from the chart/table ...
- The chart/table gives information about ... The chart/table/diagram makes it clear that ... The ... represents ...
- The figures prove that ...
- These statistics show that ...
- These two statistics suggest that ...
- You can compare ... with ...
- If you compare ... and ... carefully, ...
- You can make comparisons between ... and ... Compared to ...
- In comparison with ...
- By comparison ...
- On careful comparison of ...

Comments

- It seems to me that ...
- When you consider the points the protagonist brings up ...
- I think this text shows how ...
- I think the protagonist feels ...
- He/She seems/doesn't seem to be ...
- His/Her attitude towards ...
- According to the protagonist, the problem is that ...
- Obviously, she/he ...
- Interestingly, the protagonist ...
- To summarise the main points of my comment/To sum up briefly ... as a consequence ...
- in short ...
- So it seems quite clear from the evidence in the text that ...
- As a result ...
- For this/that reason I think that ...
- I have come to the conclusion that ...
- In my opinion it doesn't make sense to ...
- Personally, I would not go so far as to say that ...



5 Leading conclusion

The end of your presentation / talk / monologue / statement 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, controverse or problematic.

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/convicted that ...

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.