



## **Presentation 必备口语**

熟读并掌握以下常用术语，每句话至少读 3 遍

### **The Introduction**

**Introduce** – Introduce yourself (greeting), explaining the reasons for listening.

**Introduce the presentation topic**

**Outline** – Describe different sections of the presentation.

**Question policy** – During or at the end?

### **Introduce**

1. Good morning/afternoon (everyone) (ladies and gentlemen).
2. It's a pleasure to welcome (the President) here.
3. I'm ... (the Director of ...)
4. By the end of the talk/presentation/session, you'll know how to... /  
...you will have learned about... /

### **Introduce the presentation topic**

5. I plan to say a few words about...
6. I'm going to talk about...
7. The subject of my talk is...

### **Outline**

8. My talk will be in (three parts).
9. In the first part...
10. Then in the second part...
11. Finally, I'll go on to talk about...

## Questions

12. Please interrupt if you have any questions.

13. After my talk, there will be time for a discussion and any questions.

## Main Body

### Beginning the Main Body

### Ending Parts within the Main Body

### Beginning a New Part

### Beginning the Main Body

14. Now let's move to / turn to the first part of my talk which is about...

15. So, first...

16. To begin with...

### Ending Parts within the Main Body

17. That completes/concludes...

18. That's all (I want to say for now) on...

19. Ok, I've explained how...

### Beginning a New Part

20. Let's move to (the next part which is)...

21. So now we come to the next point, which is...

22. Now I want to describe...

23. Let's turn to the next issue...

24. I'd now like to change direction and talk about...

## **Listing and Sequencing**

### **Listing**

- 25. There are three things to consider. First... Second... Third...
- 26. There are two kinds of... The first is... The second is...
- 27. We can see four advantages and two disadvantages. First, advantages...
- 28. One is... Another is... A third advantage is... Finally...

### **Sequencing**

- 29. There are (four) different stages to the process.
- 30. First / then / next / after that / then (x) / after x there's y.
- 31. There are two steps involved. The first step is... The second step is...
- 32. There are four stages to the project.
- 33. At the beginning / later / then / finally...
- 34. I'll describe the development of the idea. First the background, then the present situation, and then the prospect for the future.

### **Ending**

After you have presented the main body of your English presentation, you will want to end it smoothly.

#### **Ending the Main Body**

#### **Beginning the Summary and/or Conclusion**

#### **Concluding**

#### **An Ending Phrase**

#### **Inviting Questions and/or Introducing Discussion**

#### **Thanking the Audience**

### **Ending the Main Body**

- 35. Okay, that ends (the third part of) my talk.
- 36. That's all I want to say for now on (the 2017 results).

### **Beginning the Summary and/or Conclusion**

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

### **Concluding**

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

### **An Ending Phrase**

- 46. Well, I've covered the points that I needed to present today.
- 47. That sums up (my description of the new model).
- 48. That concludes my talk for today.

### **Inviting Questions and/or Introducing Discussion**

- 49. Now we have (half an hour) for questions and discussion.
- 50. So, now I'd be very interested to hear your comments.

### **Thanking the Audience**



51. I'd like to thank you for taking time out to listen to my presentation.

52. Thank you for listening / your attention. / Many thanks for coming.

