**Put these phrases in the right places**

• My topic today is... • To illustrate this point... • Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that ...

• Let's consider this in more detail... • Basically/ Briefly, I have three things to say • That's all I have to say about... • To put it more simply....

• The significance of this is... • Finally, let me remind you of some of the issues we've covered... • Now we'll move on to...

| I. Introducing the topic | III. Finishing a section | VI. Giving examples | IX. Paraphrasing and clarifying |
|---|---|---|---|
| The subject/topic of my talk is ...<br>I'm going to talk about ...<br>1 .....<br>My talk is concerned with ...<br><br>**II. Overview (outline of presentation)**<br><br>I'm going to divide this talk into four parts.<br>There are a number of points I'd like to make.<br>2 .....<br>I'd like to begin/start by ...<br>Let's begin/start by ...<br>First of all, I'll...<br>... and then I'll go on to ...<br>Then/ Next ...<br>Finally/ Lastly | 3 .....<br>We've looked at...<br>So much for...<br><br>**IV. Starting a new section**<br>Moving on now to ...<br>Turning to...<br>Let's turn now to ...<br>The next issue/topic/area I'd like to focus on ...<br>I'd like to expand/elaborate on ...<br>4 .....<br>I'd like now to discuss...<br>Let's look now at...<br><br>**V. Analysing a point and giving recommendations**<br>Where does that lead us?<br>5 .....<br>What does this mean for...?<br>Translated into real terms...<br>Why is this important?<br>6 ..... | For example, ...<br>A good example of this is ...<br>As an illustration, ...<br>To give you an example, ...<br>7 .....<br><br>**VII. Summarising and concluding**<br>To sum up ...<br>To summarise...<br>Right, let's sum up, shall we?<br>Let's summarise briefly what we've looked at ...<br>If I can just sum up the main points ...<br>8 .....<br>To conclude ...<br>In conclusion ...<br>In short ...<br>So, to remind you of what I've covered in this talk<br>9 .....<br>I'd like now to recap... | Simply put ...<br>In other words ...<br>So what I'm saying is ...<br>10 .....<br>To put it another way ...<br><br>**X. Invitation to discuss /ask questions**<br>I'm happy to answer any queries/ questions.<br>Does anyone have any questions or comments?<br>Please feel free to ask questions.<br>If you would like me to elaborate on any point, please ask.<br>Would you like to ask any questions?<br>Any questions? |

LIVEWORKSHEETS