

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...

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