How to sum up a Presentation

Well, this brings me to the end of my presentation.

Before I stop, let me go through my main points again.

You gave us the brief to find out:

    a. whether we can reduce our air travel costs by using budget airlines, and

    b. if so, how we should proceed.

So, to sum up … first question: is it really viable to use these no-frills airlines?

Clear answer there!

In some cases we can save as much as 60% compared to regular flights.

The next question: how to proceed? In other word, who would be able to handle the online booking more efficiently?

I'll just run through the three different options we investigated again:

option 1, we take on a part time employee for this job,

option 2, staff book their flights,

option 3, we outsource this function.

So, what is the best solution for us? From a financial point of view our results are absolutely clear: option one.

A part-timer would be the best, the cheapest and least time-consuming solution.

We'd therefore recommend that we recruit a part-time employee who could handle all our online bookings. The ideal candidate should either have some internet experience or have previously worked for a travel agent.

We'd suggest a limited contact to begin with. So, now it's up to you to decide where to go from here. I'm sure you'll make the right choice. I'll be happy to answer any questions you may have.

CONCLUSION OF A PRESENTATION	
Signaling the end of the presentation: Well, this brings me to the end of my presentation.	Thank you all for listening In my opinion, we should … We just have time for a few questions. To sum up then, we …
Summarizing the main point: Before I stop, let me go through my main points again.	OK, I think that's everything I wanted to say … Are there any questions? I'd like to run through my points again …
Recommending or suggesting something: We'd suggest …	AS a final points, I'd like to … I'm now nearing the end of my talk … Just summarize the main points of my talk … What I'd like to suggest is …
Inviting questions: Now I'll be happy to answer any questions you may have	We'd therefore recommend that we … I'll just run through the three different options.