To sum up...

Fill in each blank with ONE WORD. Then match the PURPOSES on the right column with the phrases on the left.

Explain the significance	- Well, this brings me to the ..... of my presentation. - I am now nearing the end of my talk. - Ok I think that's everything ..... want to say.
Make your final statement (effective conclusions: Asking questions, quoting a well-known person, referring back to the beginning, calling the audience to action)	- I'll just run ..... the three different options. (First,... Then... And finally,...) - Before I stop, let me go through my main points again. (First,... Then... And finally,...) - Just ..... summarize the main points of my talk. (First,... Then... And finally,...)
Making suggestions	- So to conclude, I ..... like to highlight one key point. - To sum ....., I'd like to emphasize a very important point.
Signal the end of your talk	- This is very important because ... - This is ..... great significance since ...
Invite questions	- We would therefore recommend .....we should ... - ..... I would like to suggest is ... - ..... my opinion, we should...
Highlight one important point	- Let's me just finish ..... a question: If we don't do it, won't somebody else do? - To quote a well-known businessman, ... - To put it ..... other words of..., - Let me just go back to the story I told you earlier, ... - So that's the plan. Now let's go and put it ..... practice. - Now let's ..... a real effort to achieve this goal.
Summarize the key points	- Now I'll be happy ..... answer any questions you may have. - We just have time for ..... few questions. - Are there ..... questions?

LIVEWORKSHEETS