

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