

International Business Top Up | English Business Presentation Skills | What makes an effective presentation?

What to say in the conclusion

Subject	Phrase
Summing up	<p>To sum up/summarise...</p> <p>Now, just to briefly go over the main points...</p> <p>So, what have we looked at/covered today?</p>
Making suggestions or recommendations	<p>I/We recommend that....</p> <p>We'd/I'd like to suggest.....</p> <p>From the evidence, our proposal is to.....</p>
Closing and thanking the audience	<p>That brings me to the end of my talk.....</p> <p>That completes my presentation.....</p>
Inviting questions	<p>Are there any questions or comments?</p> <p>I'd be happy take/answer any questions now.....</p> <p>So please feel free to ask questions now...</p>



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