

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

What to say in the body

Subject	Phrase
Introducing a sub-section	Let's start by.... I'm going to begin by....
Moving to a different sub-section	Turning to..... Now let's move on to.... Another important point is....
Showing connections	Firstly, secondly....finally (sequence) However, although.....(contrast) So, therefore (reason/result)
Highlighting/emphasising key points	It is important/essential that we..... If we want to do X...., it is vital that we..... Here, I'd like to emphasise/highlight that....



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<p>Referring to visual information</p>	<p>As you can see from this slide....</p> <p>This graph/image shows</p> <p>I'd like to draw your attention to....</p> <p>What is interesting about this data/chart is that...</p>
<p>Summarising a sub-section</p>	<p>So what I have covered in this section is...</p> <p>That completes my analysis/evaluation of.....</p>
<p>Making the transition to a different speaker</p>	<p>Now, I'd like to hand over to X who will speak about.....</p> <p>Next, my colleague/team mate will continue....</p>