

## TASK 5: TIME FOR ACTION

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### USEFUL LANGUAGE FOR TASK 5: PRESENTATION

#### Stating what you will do

- Today I'm / We're going to propose / suggest / outline / discuss / take a look at...
- What I'd / We'd like to do is to...
- I / We intend to ...
- The subject / aim / purpose of this presentation is ...
- My colleagues and I are going to give a short presentation on ...

#### Ordering points

- To begin with...
- At the beginning...
- To start with...
- I / We'll start off by...
- Second(ly), Third(ly)...
- Then / Next / After that..
- In addition
- Finally / Lastly
- We're going to deal with three aspects of the subject ...

#### Giving examples

- For example, ...
- For instance, ...
- And as proof of that, ...
- To give you an example...

#### Emphasising key points

- This allows us to...
  - I'd like to draw your attention to...
  - This focuses our attention on
  - This is suggestive of the need to
  - I'd like to underline...
  - Furthermore ...
  - What's more, ...
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### Referring back to what you have said

- As I / we said at the beginning, ...
- As I / we mentioned earlier...
- As I / we stated at the beginning...

### Moving on

- Having considered X, let's now move on to Y
- I'd like now to move on to ...
- Turning now to...
- Moving on now to...
- Having looked at X, I'd / We'd now like to discuss Y
- Now, let's turn to ...

### Other signposting verbs

- To elaborate / expand on...
- To summarise / recap...
- To digress...

### Concluding

- In conclusion...
- To sum up, ...
- To conclude...

### Inviting questions

- Does anyone have a question?
- If you have any comments or questions, I'll / We'd be happy to hear them.
- Does anyone have any comments or questions?
- I'd / We'd be glad to try and answer any questions.

### Responding to questions

- That's an interesting question. Well, ...
  - That's a very good question. Well, ...
  - Well, in my / our opinion...
  - I'm glad you asked that...
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