

Signposting

Section of presentation

Introducing the topic

Overview (outline of presentation)

Finishing a section

Starting a new section

Analysing a point and giving recommendations

Giving examples

Summarising and concluding

Signpost language

The subject/topic of my talk is ...

I'm going to talk about ...

My topic today is...

My talk is concerned with ...

I'm going to divide this talk into four parts.

There are a number of points I'd like to make.

Basically/ Briefly, I have three things to say.

I'd like to begin/start by ...

Let's begin/start by ...

First of all, I'll...

... and then I'll go on to ...

Then/ Next ...

Finally/ Lastly ...

That's all I have to say about...

We've looked at...

So much for...

Moving on now to ...

Turning to...

Let's turn now to ...

The next issue/topic/area I'd like to focus on ...

I'd like to expand/elaborate on ...

Now we'll move on to...

I'd like now to discuss...

Let's look now at...

Where does that lead us?

Let's consider this in more detail...

What does this mean for...?

Translated into real terms...

Why is this important?

The significance of this is...

For example,...

A good example of this is...

As an illustration,...

To give you an example,...

To illustrate this point...

To sum up ...

To summarise...

Right, let's sum up, shall we?

Let's summarise briefly what we've looked at...

If I can just sum up the main points...

Finally, let me remind you of some of the issues we've covered...

To conclude...

In conclusion ...

In short ...

So, to remind you of what I've covered in this talk, ...

	Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that
	I'd like now to recap...
	Simply put...
	In other words.....
Paraphrasing and clarifying	So what I'm saying is....
	To put it more simply....
	To put it another way....
	I'm happy to answer any queries/ questions.
	Does anyone have any questions or comments?
Invitation to discuss / ask questions	Please feel free to ask questions.
	If you would like me to elaborate on any point, please ask.
	Would you like to ask any questions?
	Any questions?