

Helpful phrases for a presentation

(Source: <https://www.tolingo.com/sites/en/service/business-english/presentation-phrases/>)

Introduction

On behalf of *Company* I would like to welcome you here today. My name is Max Mustermann and I am the CFO of Global Travel.

Hi, I'm Max and I am the head of marketing of Global Travel.

Good morning/afternoon/evening ladies and gentlemen. My name is Max Mustermann and I am delighted to be here today to talk to you about...

I'd like to introduce my colleague Max Mustermann.

Hi everyone, I'm Max from Accounts and today I'd like to talk to you about...

Introducing the topic

Today I am here to talk to you about...

As you all know, today I am going to talk to you about...

I would like to take this opportunity to talk to you about...

I am delighted to be here today to tell you about...

Today I would like to outline...

Structuring the presentation

My talk is divided into x parts.

I'll start with / Firstly I will talk about... / I'll begin with

then I will look at ...

next...

and finally...

I will be glad to answer any questions that you may have at the end.

Beginning the presentation

I'll start with some general information on...

I'd just like to give you some background information about...

Before I start, does anyone know...?

As you are all aware / As you all know...

Changing the topic/speaker

Right, let's move on to...

This leads me to my next point, which is...

I'd now like to look at / consider...

Now I will pass you over to /hand over to Max Mustermann.

Does anyone have any questions before I move on?

Summary

To sum up...

So to summarise the main points of my talk...

Just a quick recap of my main points...

Inviting questions

Does anyone have any questions?

I will be happy to answer your questions now

If you have any questions, please don't hesitate to ask

If you have any further questions, I will be happy to talk to you at the end.

Conclusion

I'd like to conclude by...

That brings me to the end of my presentation, thank for listening / for your attention.

Thank you all for listening, it was a pleasure being here today.

Well that's it from me. Thanks very much.