

ORAL PRESENTATIONS: SIGNALLING AND TRANSITION WORDS

In an oral presentation, you need to make the topic clear to your audience, identify the main sections of your talk, and link in your ideas and information so that the presentation flows. This can be done with the use of signalling or transition words, which show your audience how the presentation is structured and how ideas relate to each other. This is a form of signposting that creates a path through your discussion, to show your audience how everything fits together.

Examples of useful language you can use to assist your audience to follow your oral presentation are listed below. You could use these examples as a resource when you are preparing and practising your oral presentation.

Language for the introduction of an oral presentation

Introduce the topic

This presentation will investigate/ examine/ identify/ the effects of ...
My topic today is ...
The topic I intend to discuss is ...
Our team/group will be discussing ...

Provide an outline of the presentation

I want to start by ..., and then I'll ...
Let's begin by ... , before looking at ...
I'm going to divide this talk into three parts.
There are four main points I'd like to discuss: X, Y, Z and A.
The effects of ... will be shown by a comparison of x and y.

Language for the body of an oral presentation

Introduce a main point

A major concern is ...
The crux of the matter ...
Fundamentally ...
The central problem is that ...
A basic point was ...
A significant issue has been ...

Rephrase a main point

That is to say ...
So now what we have is ...
The point I am making is ...
Let me put that another way ...
In other words ...
As I have been saying ...

Move to another main point

Now let's consider ...
I'd like to move on to/look at ...
If I could now turn to ...
My next point is ...
Now, turning to ...
Now what about ...
Let me move on to ...

Introduce a digression

I might just mention ...
Incidentally ...
That reminds me ...

Introduce an example

Let me illustrate this by ...
A case in point is ...
Take the case of ...
This is illustrated by. ...
This is demonstrated by ...
I refer you to the X, which illustrates ...
An example of this is ...

Include summaries before moving on to another point

So, that's the general picture for X, now let's look at Y
That completes my overview of X, so now I'd like to
move on to Y...

Language for referring to visual aids

You will need to integrate your visual materials, such as diagrams, tables and other illustrations, into the presentation by preparing the audience for what they are going to see. You need to make sure that the audience is alert and ready for the visual, and stimulate their interest. Don't just show a visual aid; you should with comment on it or provide an explanation.

Draw the audience's attention to the visual

Now, let's look at the position for ...
Now, I'll show you ...
As you can see here ...
I'd like to point out ...
The diagram indicates ...
Let's move on and look at the graph of ...
The next slide indicates ...

Explain what the visual is indicating

This chart compares the production in two countries ...
The upper part of the slide illustrates ...
You can see here the development over the past ten years ...

Language for the conclusion of an oral presentation

<i>To sum up ...</i>	<i>Therefore ...</i>
<i>In conclusion ...</i>	<i>As a result ...</i>
<i>To recapitulate ...</i>	<i>To conclude ...</i>
<i>In summary ...</i>	<i>Thus, we can see ...</i>
<i>To summarise ...</i>	<i>Finally, I want to say ...</i>

Language for inviting questions

Are there any questions you'd like to ask?
Does anyone have any questions?
I'm happy to take any questions.
Would anyone like me to explain anything further?
Any questions?
If you have any questions, please ask.