

Useful Words and Expressions for Academic/Professional PowerPoint Presentations

Introducing	Highlighting
<i>Have you ever ... (tell a story) ?</i>	<i>This is particularly important because ...</i>
<i>Did you know that ... (give statistics) ?</i>	<i>I can't stress enough that ...</i>
<i>Today I'm going to be talking about...</i>	<i>It should be pointed out that ...</i>
<i>In my talk this morning/afternoon I will be looking at...</i>	<i>I would like to draw your attention to ...</i>
<i>I'd like to start by giving you...</i>	<i>Let me take you through ...</i>
	<i>You'll see / notice ...</i>
Explaining the structure and sequences of your presentation	
<i>I have divided my presentation into X sections...</i>	Giving examples
<i>In the first section I will / am going to describe...</i>	<i>For instance ...</i>
<i>Then I will / am going on to ...</i>	<i>For example ...</i>
<i>Later, we'll see ...</i>	<i>Such as ...</i>
<i>Finally, I will / am going to...</i>	<i>Like ...</i>
<i>By the end of this talk ...</i>	<i>A case in point is ...</i>
	<i>i.e. (pronounced 'eye' and 'ee' as in 'see')</i>
Signalling / Signposting	<i>To illustrate what I'm saying ...</i>
<i>I would now like to go on to the next point which is ...</i>	
<i>If I can now move on to the next section ...</i>	Asking rhetorical questions
<i>To continue ...</i>	<i>Some of you may be wondering, 'How can this be done?'</i>
<i>This leads us on to ...</i>	<i>Am I right in thinking that ...?</i>
<i>So, the next question is ...</i>	<i>So, just how can this be achieved?</i>
<i>This brings us on to ...</i>	<i>You may be wondering how long this will take.</i>
Summarizing and condensing what you have said	Referring to information on a slide
<i>To recap ...</i>	<i>If you have a look at this figure here ...</i>
<i>The main thing/s to remember is / are ...</i>	<i>As you can see from the table ...</i>
<i>The point that I am making here is that ...</i>	<i>This particular slide shows ...</i>
<i>Earlier we saw ...</i>	
<i>Let's take a look back at what we've spoken about this morning ...</i>	Drawing conclusions
<i>This goes back to ...</i>	<i>This means that ...</i>
<i>You'll remember ...</i>	<i>Consequently ...</i>
<i>In a nutshell, then ...</i>	<i>As a result ...</i>
<i>Here, at a glance, are the main points I've made ...</i>	<i>Therefore ...</i>

<i>If you take just one thing from this talk, take this ...</i>	
	Closing your talk
Inviting questions and feedback from the audience	<i>I would just like to finish by saying ...</i>
<i>Do you have any questions?</i>	<i>To finish I would just like to remind you ...</i>
<i>Are there any questions so far?</i>	<i>In conclusion, thank you ...</i>
<i>Feel free to ask if you have any questions.</i>	
<i>I welcome questions if at any point you don't understand something.</i>	
<i>If you have any questions about this, please/do ask.</i>	
"Buying time" to organize your discourse	
<i>Let me see... / Let's see...</i>	
<i>Let's see now...</i>	
<i>Just a minute...</i>	
<i>It's on the tip of my tongue</i>	

Adapted from: Powell M. (2011), *Dynamic Presentations*, Cambridge, Cambridge University Press