

## Reference Material

### **Core Unit**

of the starter course module

*Academic Presentations in English*

List of phrases from *UniComm English*

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### **Starter course**

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For more information about the research project, see our website: <http://www.mumis-projekt.de/>

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# 1. The Introduction

The Different Steps	English Phrases
<b>getting the audience's attention</b>	<ul style="list-style-type: none"> <li>▪ OK, let's get started.</li> <li>▪ Right, let's begin.</li> <li>▪ Great. Can we start?</li> <li>▪ OK, shall we start?</li> </ul>
<b>welcoming</b>	<ul style="list-style-type: none"> <li>▪ Hi everyone. / Hello everybody.</li> <li>▪ Good morning / afternoon / evening.</li> </ul>
<b>introducing oneself</b>	<ul style="list-style-type: none"> <li>▪ Let me introduce myself.</li> <li>▪ I'll take a brief moment and introduce myself.</li> <li>▪ My name is ...</li> <li>▪ For those of you who don't know me (already), I am / my name is...</li> <li>▪ (Most of you already know me,) I'm...and I study...</li> </ul>
<b>announcing the topic</b>	<ul style="list-style-type: none"> <li>▪ (Today) I'm going to talk about...</li> <li>▪ The topic of my presentation is... / My topic is...</li> <li>▪ (As you can see on the screen) my presentation will deal with...</li> </ul>
<b>describing the purpose of the presentation</b>	<ul style="list-style-type: none"> <li>▪ The purpose of my presentation is to show you...</li> <li>▪ The aim of the next [30 minutes] is to give you an overview of...</li> <li>▪ My purpose in giving this presentation is to give you a solid background on the subject of [oral presentation skills].</li> <li>▪ What I would like to do today is to explain ...</li> <li>▪ What I want you to get out of my presentation is ...</li> <li>▪ The topic is relevant / very important (for you) because ...</li> </ul>
<b>announcing the outline of the presentation</b>	<ul style="list-style-type: none"> <li>▪ I have divided my presentation (up) into X parts.</li> <li>▪ I have broken my presentation down/up into X parts.</li> <li>▪ First, we'll look at ..., then I'll show you ..., and finally I'll say a little about ...</li> <li>▪ First(ly), ... second(ly), ... and third(ly)...</li> <li>▪ I'll start out with...; next, I'll move on to...; and I'll end with...</li> <li>▪ In the first part I give a few basic definitions.</li> <li>▪ This part is divided into two subsections...</li> <li>▪ In the last part I would like to give you an example of...</li> </ul>
<b>talking about the availability of material</b>	<ul style="list-style-type: none"> <li>▪ There will be a handout, so there's no need to take notes.</li> <li>▪ I will distribute the handout after the presentation.</li> <li>▪ There is a handout which I will pass round in a moment.</li> <li>▪ By the way, you can download the presentation from ...</li> <li>▪ I can send you the presentation via email, if you like.</li> </ul>

<b>announcing the length of the presentation</b>	<ul style="list-style-type: none"> <li>▪ My presentation will take about [30 minutes].</li> <li>▪ I'm going to speak for about [20 minutes].</li> </ul>
<b>announcing when you will answer questions</b>	<ul style="list-style-type: none"> <li>▪ Please feel free to interrupt and ask me questions at any time.</li> <li>▪ Feel free to interrupt me at any time with questions.</li> <li>▪ I can take your questions at any time during my [presentation].</li> <li>▪ I'd ask you to save your questions for the end.</li> <li>▪ I'll be happy to answer your questions at the end.</li> <li>▪ There will be plenty of time at the end of my [speech] for a discussion.</li> </ul>

## 2. The Main Part

<b>introducing the main part of a presentation</b>	<ul style="list-style-type: none"> <li>▪ OK, so let's start with the first point.</li> <li>▪ I'd like to start by looking at...</li> <li>▪ Let's begin by taking a look at...</li> </ul>
<b>making transitions</b>	<ul style="list-style-type: none"> <li>▪ So much for point one.</li> <li>▪ This brings me to the end of my first point.</li> <li>▪ This leads directly to my next (sub)point...</li> <li>▪ That's all I would like to say about ... and now let us turn to ...</li> <li>▪ Now that we've seen ... let us turn to ...</li> <li>▪ This brings me to the end of my first point.</li> <li>▪ Let's turn now to ... / move on to ...</li> <li>▪ So let's go ahead and ...</li> <li>▪ We will move on to the next topic of today, which is ...</li> </ul>
<b>adding information</b>	<ul style="list-style-type: none"> <li>▪ I forgot to tell you that ...</li> <li>▪ Oh, one other thing. I just wanted to point out again ...</li> <li>▪ I forgot to explain something. My fault. Sorry.</li> </ul>
<b>framing a digression</b>	<ul style="list-style-type: none"> <li>▪ To digress for a moment, let's consider ...</li> <li>▪ Before going on, I'd just like to say a little about ...</li> <li>▪ If I can just digress for a moment ...</li> <li>▪ So, getting back to my original point ...</li> </ul>

<b>framing an expansion</b>	<ul style="list-style-type: none"> <li>▪ I'd like to expand on that a little before we move on.</li> <li>▪ To elaborate on that a little for those of you who aren't familiar with the concept ...</li> <li>▪ I can't go into more detail here, so let's get back to my original point.</li> </ul>
<b>introducing an example</b>	<ul style="list-style-type: none"> <li>▪ To give an example: .</li> <li>▪ Now let's take an example. .</li> <li>▪ An example of this can be found ...</li> <li>▪ To illustrate this ... .</li> <li>▪ Let's see this through an example. .</li> <li>▪ For example, ... .</li> <li>▪ Here are some examples of ...</li> <li>▪ Let's look at some examples. .</li> <li>▪ Here's a case where ...</li> <li>▪ So, let's say, for example ...</li> <li>▪ In this particular example it's ...</li> <li>▪ Perhaps this will become clearer with an example ...</li> </ul>
<b>emphasizing</b>	<ul style="list-style-type: none"> <li>▪ What is very significant is ...</li> <li>▪ What is important to remember is ...</li> <li>▪ I'd like to emphasize the fact that ...</li> <li>▪ I'd like to stress the importance of ...</li> <li>▪ What I tried to bring out ...</li> <li>▪ What we need to focus on ...</li> </ul>
<b>listing</b>	<ul style="list-style-type: none"> <li>▪ There are three points we have to consider: one ..., two ..., and three ...</li> <li>▪ First of all, ...</li> <li>▪ First, ...; second, ...; third, ...;</li> <li>▪ Firstly,...; secondly,...; thirdly,...;</li> <li>▪ There are three key features to remember: one ...; two ...; three ...</li> </ul>
<b>quoting a person</b>	<ul style="list-style-type: none"> <li>▪ I quote the words of ...</li> <li>▪ In the words of ...</li> <li>▪ According to ...</li> <li>▪ Here I'd like to quote ...</li> <li>▪ As [Lambertson] says in his book: ...</li> <li>▪ There is a famous quotation that goes: ...</li> </ul>

<b>referring to past reference within a course/presentation</b>	<ul style="list-style-type: none"> <li>▪ In the first part of my presentation I mentioned ...</li> <li>▪ Going back for a moment to what I said earlier ...</li> <li>▪ As I have said earlier ...</li> <li>▪ As we saw in part one ...</li> <li>▪ To repeat what I've said already ...</li> <li>▪ Let's go back to what we were discussing earlier.</li> <li>▪ As I said previously ...</li> </ul>
<b>referring to future reference within a course/presentation</b>	<ul style="list-style-type: none"> <li>▪ I'll go into this in more detail in a moment.</li> <li>▪ I'll come back to this later. .</li> <li>▪ We will see this a little later on. .</li> <li>▪ We will go into more detail on that later.</li> <li>▪ For now, suffice to say ...</li> <li>▪ I will explain that a little more in just a moment.</li> <li>▪ I will show you why in a little bit.</li> <li>▪ We will come back to this at the end of [my presentation].</li> </ul>
<b>referring to common knowledge</b>	<ul style="list-style-type: none"> <li>▪ As you may all well know ...</li> <li>▪ It is generally accepted that ...</li> <li>▪ As you are probably aware (of) ...</li> </ul>
<b>reacting to interruptions</b>	<ul style="list-style-type: none"> <li>▪ Could you please keep the noise level down a bit.</li> <li>▪ Could you stop talking, please.</li> </ul>
<b>explaining the distribution of handouts</b>	<ul style="list-style-type: none"> <li>▪ I have some handouts to pass round.</li> <li>▪ Take one and pass the rest of the handouts on, please.</li> <li>▪ Pass these handouts round, please.</li> </ul>
<b>introducing visualized data</b>	<ul style="list-style-type: none"> <li>▪ Have a look at this table (diagram, chart,...). It shows the...</li> <li>▪ Let's take a look at this table. Here you can see...</li> <li>▪ As you can see in/from the picture (table, ...), ...</li> </ul>
<b>introducing the end of a presentation</b>	<ul style="list-style-type: none"> <li>▪ This brings me to the end of my presentation.</li> <li>▪ Right, so this is all I wanted to say about...</li> <li>▪ Having covered this final point, I'm now coming to the end of my presentation.</li> </ul>

### 3. The End

<b>introducing the summary</b>	<ul style="list-style-type: none"> <li>▪ Let's summarize briefly what we've looked at...</li> <li>▪ Right, let's sum up.</li> <li>▪ To sum up...</li> <li>▪ The important thing(s) to remember here is / are...</li> <li>▪ Finally, let me remind you of the main points we've covered...</li> <li>▪ Before I stop, let me go through the main points once more.</li> <li>▪ Before I finish, let me summarize what we've looked at...</li> </ul>
<b>drawing conclusions</b>	<ul style="list-style-type: none"> <li>▪ To conclude one could say that ...</li> <li>▪ I come to the following conclusion:</li> <li>▪ The conclusion I draw is that ...</li> <li>▪ What I conclude from this is ...</li> <li>▪ Let me tell you what I conclude from all this.</li> </ul>
<b>encouraging questions</b>	<ul style="list-style-type: none"> <li>▪ I'm now open for your questions.</li> <li>▪ Before I summarize, do you have any questions?</li> <li>▪ We'll now have a short question-and-answer session.</li> <li>▪ If you still have some unanswered questions, now would be the time to ask them.</li> <li>▪ Any questions?</li> <li>▪ Any other questions, comments?</li> <li>▪ Are there any [specific] questions?</li> <li>▪ If there are any questions, please feel free to ask.</li> </ul>
<b>indicating the end of the presentation</b>	<ul style="list-style-type: none"> <li>▪ Thank you for your attention.</li> <li>▪ Thanks for listening.</li> <li>▪ Thank you all very much for the interest you've shown.</li> <li>▪ Well, that's it!</li> <li>▪ I hope you've enjoyed this session on ...</li> <li>▪ And all that's left is to say thank you for your attention.</li> </ul>

Go to <http://www.mumis-unicomm.de/> for the online version of **UniComm English!**

It's constantly updated and contains many other phrases for the different communication situations at German universities.



#### Reading tips:

- Klarer, Mario (2008): *Präsentieren auf Englisch*. München: Readline Wirtschaft.
- Powell, Mark (2002): *Presenting in English. How to give successful presentations*. Boston: Heinle.
- Storz, Carl, et al. (2002): *Oral presentation skills. A practical guide*.  
[http://people.engr.ncsu.edu/txie/publications/oral\\_presentation\\_skills.pdf](http://people.engr.ncsu.edu/txie/publications/oral_presentation_skills.pdf) [retrieved 3 december 2009].
- Watzka, Klaus (2007): *Anfertigung und Präsentation von Seminar-, Bachelor-, Diplom- und Masterarbeiten. Klärungen, Tipps, Fehlervermeidung*. Büren: Fachbibliothek Verlag.
- Weber, Anne; Wróbel, Verena (2008): *Richtig gut! Referate halten ENGLISCH*. Stuttgart: Klett.