







20 Key Expressions to Help You Structure Your Presentations

“Tell them what you’re going to tell them, tell them and tell them what you’ve told them”, is sometimes attributed to Aristotle, but is often linked to the self-improvement writer [Dale Carnegie](#).

Here is a list of 20 expressions which develop this simple approach to making presentations. If English is a foreign language, you can learn these by heart, and they will help structure your presentations. **Use the words in the right-hand column to fill in the blanks in the left-hand column. See the answers below.**

<p>Opening the Presentation</p> <p>1. "Good [morning/_____ /evening], everyone." 2. "Thank you for being here _____." 3. "Today, I'd like to talk about [_____]."</p>	<p>Topic, afternoon, today</p>
<p>Introducing the Topic</p> <p>4. "The purpose of this presentation is to [_____/discuss/introduce]..." 5. "Let me start by giving you some _____."</p>	<p>Explain, background</p>
<p>Structuring the Presentation</p> <p>6. "I'll divide my talk into [X] _____." 7. "First, I'll cover [topic], _____ [topic], and _____ [topic]."</p>	<p>Then, parts, finally</p>
<p>Transitioning Between Points</p> <p>8. " _____ on to my next point..." 9. "Now, let's _____ at [topic]." 10. "This leads me to my _____ point: [topic]."</p>	<p>Look, next, moving</p>
<p>Highlighting Key Information</p> <p>11. "The most important thing to _____ is..." 12. "This is _____ because..."</p>	<p>Remember, significant</p>
<p>Engaging the Audience</p> <p>13. "Does anyone have any questions _____ ?" 14. "I'd like/love to hear your _____ on this."</p>	<p>So far, thoughts</p>
<p>Summarizing and Concluding</p> <p>15. "To summarize, we've _____..." 16. "In conclusion, I'd like to _____..."</p>	<p>Emphasize, covered</p>
<p>Handling Questions</p> <p>17. "That's a great _____. Let me think for a moment." 18. "I'm _____ you asked that. Here's what I know..."</p>	<p>Glad, question</p>
<p>Closing the Presentation</p> <p>19. "Thank you for your _____." 20. "I'm happy to take any _____ questions."</p>	<p>Attention, final</p>

For great videos on presentations see Frankie Mesmer of [Peach Teach English](#) for Business:

- 🎬 Ep. 1 →  [• 10 Phrases to Prepare for Presentations](#)
- 🎬 Ep. 2 →  [• 10 Phrases You Need to Start Your Presenta...](#)
- 🎬 Ep. 3 →  [• 12 Key Phrases for Meeting Agendas](#)
- 🎬 Ep. 4 →  [• 9 Transition Phrases That Will Upgrade You...](#)
- 🎬 Ep. 5 →  [• 10 Phrases to Help You Stay on Topic](#)
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Answers: 1) afternoon, 2) today, 3) topic, 4) explain, 5) background, 6) parts, 7/ then *and* finally 8) moving, 9) look, 10) next, 11) remember, 12) significant, 13) so far, 14) thoughts, 15) covered, 16) emphasize, 17) question, 18) glad, 19) attention, 20) final.