

## Signposting phrases & linking language

Use phrases that act as signposts to indicate to your audience where you are going with your presentation.

Saying what you are going to do before you do it creates space for the audience to assimilate your previous message. Signposting phrases act as 'verbal paragraphs' in your speaking.

FUNCTION	PHRASE
<b>Introducing your topic</b>	What I'd like to present to you today is... I'm here today to present... Today I'm going to talk about... The subject/topic of my presentation is...
<b>Saying why your topic is relevant for your audience</b>	Today's topic is particularly relevant for those of you who... By the end of this talk you will be familiar with... I'm sure this will help you with...
<b>Stating your purpose/objective</b>	The objective/purpose/aim of this presentation is to... Our/my goal is to...
<b>Structuring</b>	I've divided my presentation into 3 (main) parts In my presentation I'll focus on 3 major issues/areas...
<b>Sequencing</b>	First, I'll be looking at..., second..., and third... I'll begin/start off by... Then I'll move onto... Then/Next/After that... I'll end by...
<b>Saying what is coming</b>	In this part of my presentation, I'd like to talk about... So let me first give you a brief overview
<b>Summarising a point</b>	Before I move on, I'd like to recap the main points Let me briefly summarize the main issues I'd like to quickly summarize what I've said so far
<b>Indicating the end of a section</b>	This brings me to the end of my first point So, I've told you about... That's all I have to say about... We've looked at... So much for...



FUNCTION	PHRASE
Starting another section	<p>Now we'll move on to...</p> <p>Let me turn now to...</p> <p>After examining this point, let's turn to...</p> <p>Turning to...</p> <p>I'd like now to discuss...</p> <p>Let's look now at...</p>
Going back	<p>As I said/mentioned earlier</p> <p>As I've already explained</p> <p>Let's go back to what we were discussing earlier</p>
Adding ideas	<p>In addition to this, I'd like to say that...</p> <p>Moreover/furthermore, there are other interesting facts we should look at</p>
Talking about (difficult) issues	<p>I think we first need to identify the problem</p> <p>Of course we'll have to clarify a few points before we start</p> <p>We will have to deal with the problem of...</p> <p>If we don't solve this problem now...</p> <p>I understand this will be challenging</p>
Introducing a visual	<p>Let's now look at the next slide which shows...</p> <p>To illustrate this, let's have a closer look at...</p> <p>As you can see in this next slide/chart/graph...</p> <p>As you can see here...</p>
Indicating the end of your talk	<p>I'm now approaching/nearing the end of my presentation.</p> <p>Well, this brings me to the end of my presentation.</p> <p>That covers everything I wanted to say about...</p>
Ending the presentation	<p>Before I finish, let me go over the key issues/main points again</p> <p>To sum up, we...</p> <p>Just to summarise the main points of my talk</p>

