



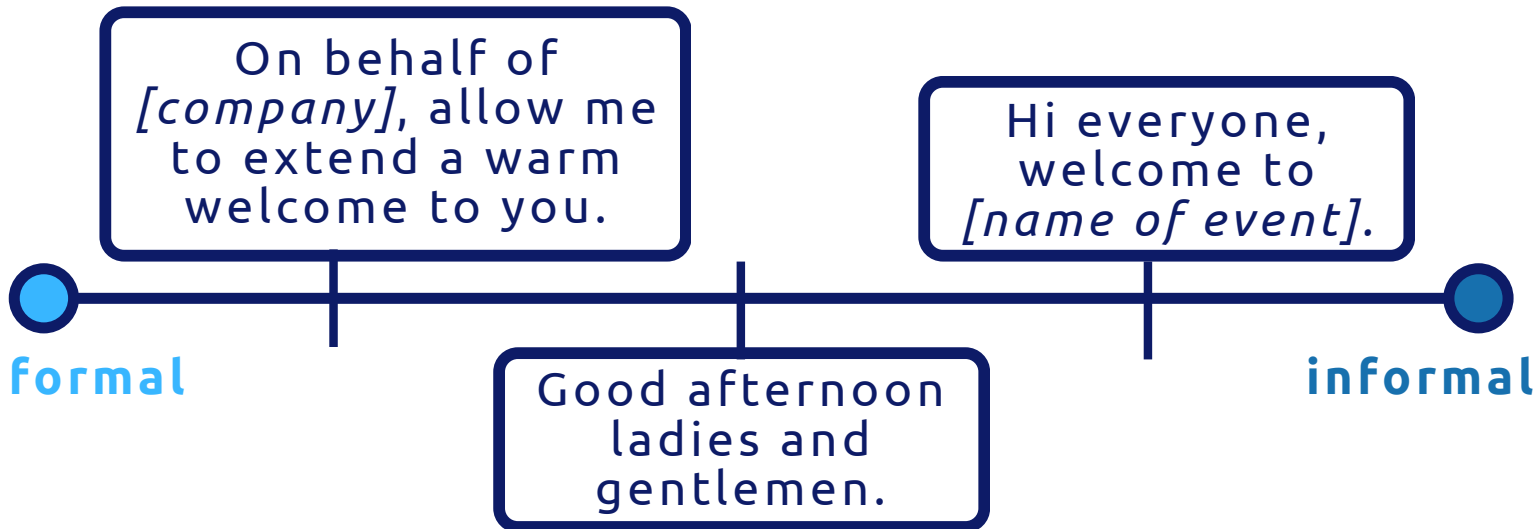
UNIT 12

ENGLISH FOR BUSINESS

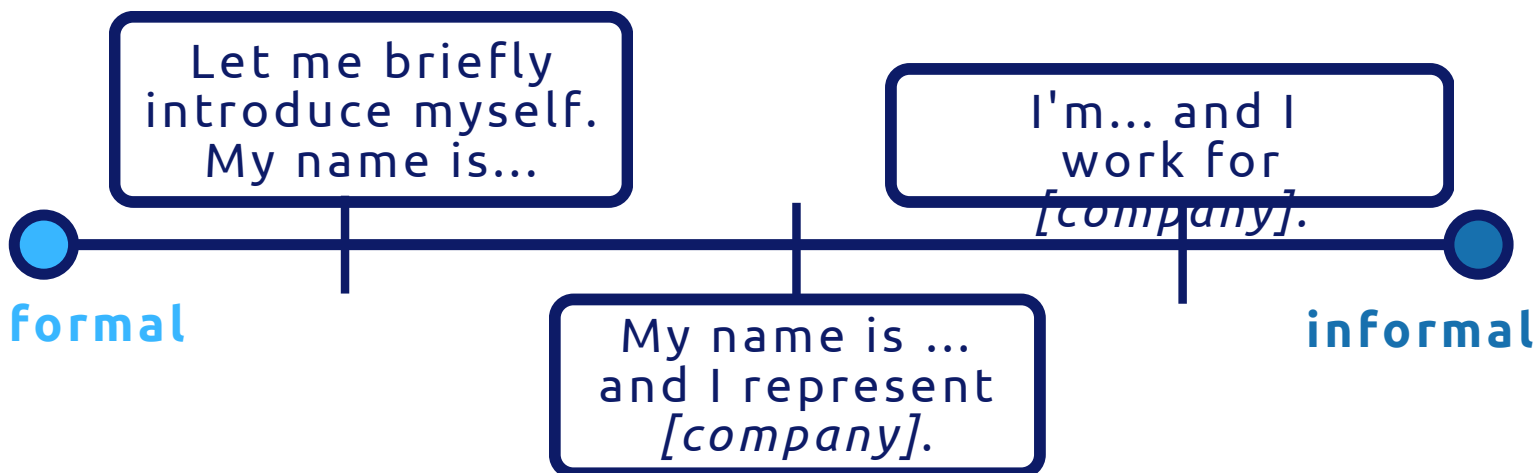
WITH THE INSPIRE ACADEMY

PRESENTING

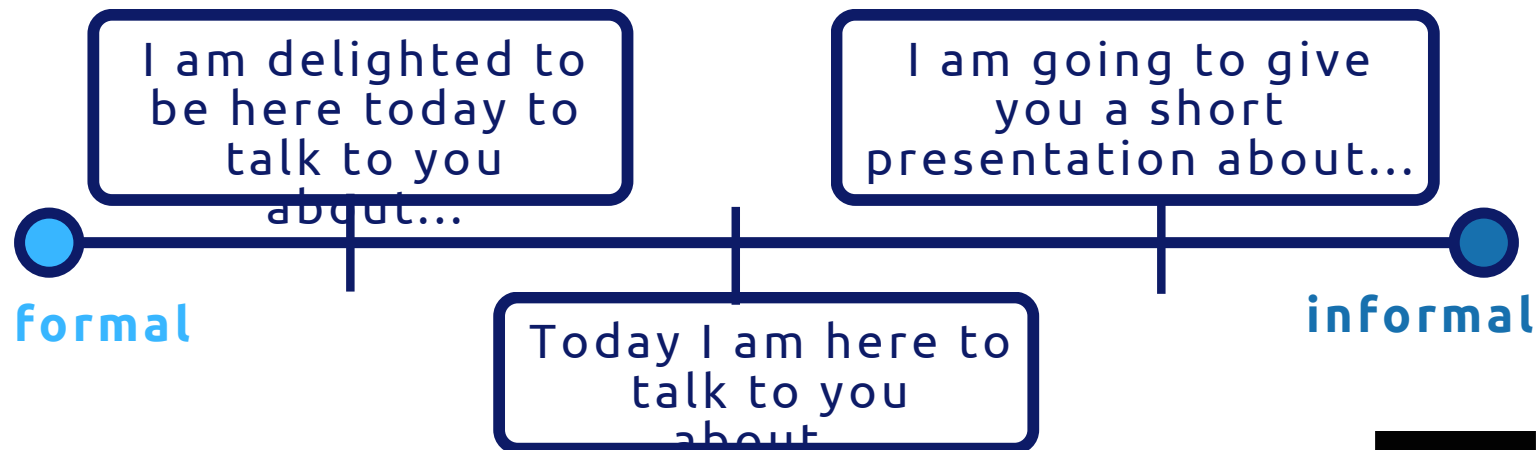
WELCOME



INTRODUCTION



INTRODUCING THE TOPIC



start



Let me start with some general information about...

Let me begin by explaining...

Before I start, does anyone know...?

transition



This leads me to my next point, which is...

Let's now turn to...

I'd like to now move on to discussing...

examples



A good example of this is...

To illustrate this point...

To give you just one example of this...

questions



I will gladly answer any questions at the end of the presentation.

Are there any questions?

Please don't hesitate to ask any questions.

conclusion



I'd like to conclude by...

To sum up my main points...

I have therefore come to the conclusion that...

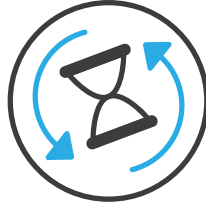
ENDING YOUR PRESENTATION

that brings me to the end of my presentation.

it was a pleasure to be here today.

Well that's it from me. Thanks for listening

thank you for your attention.



thank you all for coming / listening.

Use these phrases to write a template for professional speeches:

1. WELCOME

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2. INTRODUCTIONS

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3. TOPIC 1

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4. TOPIC 2

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5. CONCLUSION

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6. THANKS

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