



Presentations in English: Useful Phrases for Openings, Transitions, and Conclusions

50 words

ENGLISH	TRANSCRIPTION
audience	['ɔ:diəns]
slide	[slaid]
headline	['hedlain]
key point	[ki: pɔɪnt]
overview	['əʊvəvju:]
introduction	[,ɪntrə'dʌkʃn]
conclusion	[kən'kluzn]
transition	[træn'zɪʃn]
chart	[tʃɑ:t]
graph	[grɑ:f]
figure	['fɪgə]
trend	[trend]
increase	['ɪŋkri:s]
decrease	['di:kri:s]
highlight	['haɪlaɪt]
visual	['vɪʒuəl]
speaker notes	['spi:kə nəʊts]
takeaway	['teɪkəweɪ]
Q&A	[,kju: ən 'eɪ]
engagement	[ɪn'geɪdʒmənt]
outline	['aʊtlain]
demo	['deməʊ]
introduce	[,ɪntrə'dju:s]
summarize	['sʌməraɪz]

ENGLISH	TRANSCRIPTION
presenter	/prɪ'zɛntə(r)/
slide deck	/slaɪd deɪk/
bullet point	/'bʊlɪt pɔɪnt/
data point	/'deɪtə pɔɪnt/
bar chart	/bɑ: tʃɑ:t/
pie chart	/paɪ tʃɑ:t/
line graph	/laɪn grɑ:f/
comparison	/kəm'pærɪsən/
recommendation	/,rekəmen'deɪʃən/
forecast	/'fɔ:kɑ:st/
insight	/'ɪnsaɪt/
example	/ɪg'zɑ:mpəl/
case study	/keɪs 'stʌdi/
transition phrase	/træn'zɪʃən freɪz/
opening remark	/'əʊpənɪŋ rɪ'mɑ:k/
closing remark	/'kləʊzɪŋ rɪ'mɑ:k/
timing	/'taɪmɪŋ/
visual aid	/'vɪʒuəl eɪd/
handout	/'hændaʊt/
microphone	/'maɪkrəfəʊn/
rehearsal	/rɪ'hɜ:səl/
confident tone	/'kɒnfɪdənt təʊn/
summary slide	/'sʌməri slaɪd/
key message	/ki: 'mesɪdʒ/
call to action	/kɔ:l tə 'ækʃən/
audience question	/'ɔ:diəns 'kwɛstʃən/

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Open

20 phrases

ENGLISH

Thank you for joining today.

I'd like to start with a quick overview.

Today I'm going to talk about three key points.

Let's move on to the next slide.

As you can see on this chart, sales increased steadily.

I'd like to highlight one important figure here.

This brings us to the next point.

The main takeaway is that the new process works better.

To summarize, we achieved all three goals.

I'd be happy to answer any questions.

Please feel free to interrupt if anything is unclear.

Thank you for your attention.

Let me start with a short overview.

As you can see on this slide, sales increased.

The main takeaway is that demand remains strong.

I'll move on to the next section now.

This chart compares the last three quarters.

I'd like to highlight one important trend.

I'm happy to take questions at the end.

Please feel free to ask questions after this slide.

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