

Presentations in English 5

Part 5. The Conclusion.



Signalling the End of your Presentation.

- And that brings us to the end of our presentation, so I'd just like to ...
- We're going to bring the presentation to a close, but before we do...
- Which just about covers everything that I wanted to say, so in conclusion...
- Finally, I'd like to emphasize that...
- So just to finish up, I'd like to remind you of...
- Thanks you very much for your attention, I'd like to conclude the presentation by...

Summarizing Key Points.

- I'd just like to go over those main points again.
- In conclusion / In summary I'd like to say that...
- So, in the course of this presentation, we have described...
- If I could just recap the key points.
- To summarize, we said that...
- If you recall, we emphasized that..
- To remind you of the important points, I mentioned that...

Thanking your Audience.

- Thank you very much for your time and attention.
- Many thanks to the organizers for inviting me...
- Thanks for your time everyone.
- I appreciate you all having taken the time to attend today.
- I realise that you're all very busy, so I'd like to thank you for coming along today...

Emphasising Relevance / Significance.

- Of course, you'll now see why this topic is so important to us.
- With that in mind we can see that it is crucial to change our working practice.
- Hopefully you can see why this issue is critical.
- These insights should enable you to...
- Now that you understand the key points you should be able to...
- If you're not using these techniques, you're putting yourself at a disadvantage...

Making a Final Statement.

- Now you know everything that you need to make your project stand out.
- Now the ball is in your court!
- Okay! Now it's time for you to put this into practice!
- So now you know the details, let's see how we can overcome this problem.
- Fortune favours the bold!
- And now it's over to you, I'm looking forward to seeing how you implement these ideas.
- When you go back to the office, try some of these ideas for yourself! You'll never go back to the old way of doing things!

Inviting Questions, Signposting the Q&A.

- Okay, now I'd be happy to deal with any questions you might have.
- I'd imagine that you have some doubts, so if there's anything you'd like me to clarify please let me know.
- Moving on to the question and answer session...
- Is there anything that you would like me to expand on?
- Does anyone have any questions?
- Finally, I'd like to finish by dealing with any queries.
- If you have any doubts, please don't hesitate to ask.