**Presentation Vocabulary**

**Opening a Presentation:**

*Good morning/afternoon/evening, everyone.*

*Thank you for joining me today.*

*I'm delighted to be here to present...*

*Let me begin by introducing myself/our company/product/etc.*

**Engaging the Audience:**

*I'd like to start by asking a question...*

*Have you ever experienced...?*

*Imagine for a moment...*

*I'd like to share a story/anecdote...*

**Using Visual Aids:**

*As you can see from this chart/graph...*

*Here's a slide that summarizes...*

*Let me show you a video that explains...*

*This image/diagram illustrates…*

**Maintaining Eye Contact:**

*It's important to make eye contact with everyone in the room.*

*Look directly at individuals, not just the group as a whole.*

*Take pauses to look around and make sure everyone is engaged.*

**Speaking Clearly and Confidently:**

*Speak at a moderate pace.*

*Articulate each word clearly.*

*Vary your tone and pitch to emphasize important points.*

*Use strong, confident body language to reinforce your message.*

**Answering Questions:**

*That's a great question.*

*I'm glad you asked that.*

*Let me clarify...*

*I'll get back to you on that later.*

**Conclusion**:

*To summarize...*

*In conclusion...*

*Thank you for your time and attention.*

*I look forward to continuing the conversation.*

Feel free to use this handout as a reference during your presentations, and practice using these phrases in your own presentations to improve your Business English skills.