**Таблица**

**Речевые клише для составления презентации на английском языке**

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| Introduction |
| Introducing yourself | Greeting, name, position |
| Introducing your talk: Title / subject: | I’m going to talk about … I’d like to talk about … My topic / my subject is … The subject of this talk / my talk is … I’d like to talk to you about … I’m going to present the recent... / explain our position on... / inform you about... / describe... The focus of my presentation / paper (academic) / topic / speech (usually to public audience) |
| Purpose / objective | We are here today to / decide / agree, learn about... The purpose of this talk is to show / take a look at / report on / outline / give an overview / discuss / review This talk is designed to act as a springboard for discussion / start the ball rolling |
| Length | I shall take (...) minutes of your time I plan to be brief This should last (...) minutes |
| Outline / main Parts | I’ve divided my presentation into (four) parts / sections. They are... The subject can be looked at under the following headings... We can break this area down into the following fields: Firstly / first of all/ Secondly / then/ next.Thirdly/ and then we come to... Finally / lastly/ last of all... |
| Questions | I’d be glad to answer any questions at the end of my talk. If you have any questions, please feel free to interrupt. Please interrupt me if there’s something, which needs clarifying. Otherwise, there’ll be time for discussion at the end. |
| Main part |  |
| Sequencing Ordering points Transition / Changing topic | First / next / then / after that Let’s turn to … The / my next point is The next thing is After all, Last of all … Finally, … Now let’s look at / move on / turn to … |
| Referring to an earlier point / departing from your plan / digressing | Going back to … By the way, … |
| Giving examples / Introducing and commenting on visuals (graphs, charts, diagrams, tables, pictures, handouts) | For example, / for instance / such as / One example of this is / Let’s look at / Take a look at … / Have a look at / Let’s take / have a look at I’d like you to look at … If you take a closer look at …, you'll notice … I'd like to focus your attention on … I'd like to draw your attention to … I'd like you to look at … in more details / In the picture we can see /As you can see from the picture The graph chart shows / presents |
| Conclusions |  |
| summary | Let me just run over the key points again. I’ll briefly summarize the main issues. To sum up.... Briefly... In brief … In short … |
| Conclusion or recommendations (if appropriate) | So, / In conclusion... / We’ve seen that As you can see, there are some very good reasons... I’d like to leave you with the following thought / idea … So, I would suggest that we... / I’d like to propose (more formal) / In my opinion, the only way forward is... |
| a signal to end | That brings me to the end of my presentation. That completes my presentation. Before I stop / finish, let me just say... That covers all I wanted to say today. |
| Questions |  |
| an invitation for questions / to make comments, or start a discussion | I’d be glad to try and answer any questions. So, I’d now be glad to answer any questions. So, let’s throw it open to questions. / Any questions? / I’d like to suggest we start the discussion now. |
| Check you have understood the question | Rephrase or clarify |
| Classify the question and reply | “easy”, “difficult”, “irrelevant”, ‘”hostile” |
| Checking the questioner is satisfied. | Does that answer your question? Is that clear? May we go on? |
| Close | Thank you for your attention. Thank you for listening. I hope you will have gained an insight into... |