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In general, talk about concrete facts rather than abstract ideas.

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Use active verbs instead of passive verbs. Active verbs are much easier to understand.

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Toyota sold nine million vehicles last year.

Nine million vehicles were sold by Toyota last year.

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2. Signposting ???

Signpost??presentation??

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I'll start by ...(A)... Then I'll move on to ...(B)... After that I'll consider ...(C)... Lastly I'll quickly recap before concluding with ...(D)...

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Beginning:

1.Welcome

2.Introduction of Structure (now)

Body

1.A

2.B

3.C

Conclusion

1.Summing up

2.D

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That's all I have to say about ...(A)... Let's turn now to ...(B)...

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Well, we've looked at the A, B and C, I'd like to sum up now.

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What does all this mean for us? Well, I'd like to say/recommend/suggest that...

??signpost,???:

Introducing the subject ????

I'd like to start by...

Let's begin by...

First of all, I'll...

Starting with...

I'll begin by...

Finishing one subject ????

Well, I've told you about...

That's all I have to say about...

We've looked at...

So much for...

starting another ??????

Now we'll move on to...

Let me turn now to...

Next...

Turning to...

I'd like now to discuss...

Let's look now at...

Analyzing a point and giving recommendations ??????????

Where does that lead us?

Let's consider this in more detail...

What does this mean for ABC?

Translated into real terms...

Giving an example ???



For example,...

A good example of this is...

As an illustration,...

To give you an example,...

To illustrate this point...

Dealing with questions ??????

We'll be examining this point in more detail later on...

I'd like to deal with this question later, if I may...

I'll come back to this question later in my talk...

Perhaps you'd like to raise this point at the end...

I won't comment on this now...

Summarizing and concluding ??????

In conclusion,...

Right, let's sum up, shall we?

I'd like now to recap...

Let's summarise briefly what we've looked at...

Finally, let me remind you of some of the issues we've covered...

If I can just sum up the main points...

Ordering ???

Firstly...secondly...thirdly...lastly...

First of all...then...next...after that...finally...

To start with...later...to finish up...

