	BUSINESS ENGLISH PHRASES
THE ENGLISH TRAINING COMPANY	**55 phrases to get unblocked in presentations in English**
Opening - Stimulate interest with questions, interesting facts, scenarios	1. In a survey of 3000 multinational companies, 83% had problems with… 2. By 2025, 8 out of 10 professionals will have… 3. Raise your hand if you have…? 4. Remember back to when you … (managed your first team), what would you do differently now? 5. Imagine you are … (leading an agile team), what would your first step be?
Introduction	6. Good morning/afternoon (everyone) (ladies and gentlemen). 7. I'm … (the VP of Logistics…) 8. It's a pleasure to welcome (the CEO) here. 9. By the end of the talk/presentation/session, you'll know how to… 10. By the end of the talk/presentation, you'll know how to…/ you'll have learned about…
Introduction - the presentation topic	11. I plan to say a few words about… 12. I'm going to talk about… 13. The subject of my talk is…
Presentation Outline	14. My talk will be in three parts…/ My presentation is divided into three parts... 15. In the first part… 16. Then in the second part…

	17. Finally, I'll talk about..
Main Body - beginning	18. Now let's move to the first part of my talk which is about… 19. So, first… 20. I'd like to start with…
Main Body - ending a part	21. That completes/concludes… 22. That's all I want to say for now on… 23. Ok, I've explained how…
Main Body - transitions (moving to a new part)	24. Let's go to … 25. Let's move on to the next part which is… 26. So now we come to the next point, which is…
Main Body - transitions (moving to a new part)	27. Now I want to describe… 28. Let's turn to the next issue… 29. I'd now like to change direction and talk about...
Main Body - grouping	30. There are three things to consider. First… Second… Third… 31. There are two kinds of… The first is… The second is… 32. We can see four advantages and two disadvantages. First, advantages… 33. One is… Another is… A third advantage is…Finally…
Main Body – sequencing	34. There are (four) different stages to the process. 35. First / then / next / after that / then (x) / after x there's y.

	36. There are two steps involved. The first step is… The second step is…
Main Body – sequencing	37. There are four stages to the project. 38. At the beginning / later / then / finally… 39. I'll describe the development of the idea. First the background, then the present situation, and then the prospect for the future.
Main Body – ending	40. Okay, that ends (the third part of) my talk. 41. That's all I want to say for now on (the 2017 results).
Summary & Conclusion	42. To sum up… 43. Ok, in brief, there are several advantages and disadvantages. 44. To conclude… 45. I'd like to end by emphasizing the main points. 46. I'd like to wrap up with a summary of...
Recommendations	47. I think we have seen that we should… 48. In my opinion, we should… 49. I recommend/suggest that we… 50. There are three reasons why I recommend this. First, … / Second, … / Finally,...
Endings	51. I'd like to leave you with the following thought.. 52. Let me finish with the following idea, "Strong Virtual Teams are built on Strong Relationships". 53. Finally it is really important to say that…

Q & A (Questions and Answers) part	54. Now we have 30 minutes for questions and discussion.
	55. So, now for the Q&A part. And I'd be very interested to hear your comments.