SIGNAL AND TRANSITION WORDS

*show your audience how the presentation is structured*

1.INTRODUCTION OF AN ORAL PRESENTATION

Introduce the topic

* This presentation will investigate/ examine/ identify/ the effects of …
* My topic today is …
* The topic I intend to discuss is …
* Our team/group will be discussing …

Provide an online presentation

* I want to start by …, and then I’ll …
* Let’s begin by … , before looking at …
* I’m going to divide this talk into three parts.
* There a four main points I’d like to discuss: X, Y, Z and A.
* The effects of … will be shown by a comparison of x and y.

2.THE BODY OF AN ORAL PRESENTATION

Introduce a main point

* A major concern is …
* The crux of the matter …
* Fundamentally …
* The central problem is that …
* A basic point was …
* A significant issue has been …

Move to another main point

* Now let’s consider …
* I’d like to move on to/look at …
* If I could now turn to …
* My next point is …
* Now, turning to …
* Now what about …
* Let me move on to …

Introduce an example

* Let me illustrate this by …
* A case in point is …
* Take the case of …
* This is illustrated by…
* This is demonstrated by …
* I refer you to the X, which illustrates …
* An example of this is …

Rephrase a main point

* That is to say …
* So now what we have is …
* The point I am making is …
* Let me put that another way …
* In other words …
* As I have been saying …

Introduce a digression

* I might just mention …
* Incidentally …
* That reminds me …

Include summaries before moving on to another point

* So, that’s the general picture for X, now let’s look at Y
* That completes my overview of X, so now I’d like to move on to Y…
* So, that’s the general picture for X, now let’s look at Y
* That completes my overview of X, so now I’d like to move on to Y…

**NOTES***: If your presentation has some visual materials such as diagrams, tables and other illustrations, it is best to prepare the audience for what they are going to see. Don’t just show a visual aid; make sure that the audience is alert and ready for the visuals and stimulate their interest by using some signaling and transition words.*

Draw the audience’s attention to the visual

* Now, let’s look at the position for …
* Now, I’ll show you …
* As you can see here …
* I’d like to point out …
* The diagram indicates …
* Let’s move on and look at the graph of …
* The next slide indicates …

Explain what the visual is indicating

* This chart compares the production in two countries …
* The upper part of the slide illustrates …
* You can see here the development over the past ten years …

3. CONCLUSION

* To sum up …
* Therefore …
* In conclusion …
* As a result, …
* To recapitulate …
* To conclude …
* In summary …
* Thus, we can see …
* To summarize …
* Finally, I want to say …

4.INVITING QUESTIONS

* Are there any questions you’d like to ask?
* Does anyone have any questions?
* I’m happy to take any questions.
* Would anyone like me to explain anything further Any questions?
* If you have any questions, please ask.

*Reference: https://learninglab.rmit.edu.au/content/signal-and-transition-words.html*