

The **!BikuMTI** Cheat Sheet

Nützliche Phrasen für Präsentationen in englischer Sprache

- Hi everyone, welcome to the presentation of [topic] on behalf of [company/stakeholder/etc.]
- Let us briefly introduce ourselves. I am/We are [name/s of presenter/s] from [company] and I am/we are delighted to be here today to present to you [topic]
- I want to give you a (short) presentation about...
- The purpose of this presentation is...
- I'll start with... then I will look at... ...next... and finally,...
- Let me start with some general information on...
- I'd now like to move on to the next part...
- A good example of this is...
- Let me go back to what I said earlier about...
- Just to round the talk off, I want to go back to the beginning when I...
- Our data shows/indicates...
- I'd like to illustrate this point by showing you...
- If you look at this table/bar chart/flow chart/line chart/graph you can see that...
- This is important because...
- We have to remember that...
- To put it more simply,...
- Does anyone have any questions or comments?
- If you have any questions, please don't hesitate to ask.
- There will be time for questions at the end of the presentation.
- Does this answer your question?/Did I make myself clear?
- That's an interesting question. I don't actually know off the top of my head, but I'll try to get back to you later with an answer.
- Good question. I really don't know! What do you think?
- In conclusion, let me sum up my main points.
- Thank you all for listening, it was a pleasure being here today.
- Well, that's it from me. Thanks very much.
- Now I will pass you over to my colleague [name of competent person]

Wie Sie diese Vokabel optimal einsetzen und Inhalte in englischer Sprache professionell präsentieren, erfahren Sie in unserem Seminar „Word Power“!

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