



## Discussion & interaction

### Introducing an argument

First of all, I am/we are of the opinion that ...  
In my view, ...

### Adding ideas

Another point/aspect I would like to mention ...  
Furthermore, ...

### Agreeing

I agree with you.  
You're right.

### Disagreeing

I (totally) disagree with you because ...  
I don't agree!

### Interrupting

Excuse me, but ...  
I'm sorry to interrupt, but ...

### Asking for someone's opinion

What do you think about/of ...?  
What is your opinion about ...?

### Giving examples

Let me give you an example.  
One example for this is ...

### Summarising

Summing up, it can be said that ...  
Summarising all the points mentioned, I come to the conclusion that ...

## Giving a presentation

### Introducing the topic of your presentation

Good morning!/Good afternoon!/Hello everybody!  
Today I would like to give a presentation about ... (*topic*).

### Giving an overview

In the first part of my presentation I will present/explain/talk about ...  
The second part will be about ... and in the final part of my presentation I will speak about ...

### Structuring a presentation

Well, first of all, I want to say that ...  
Furthermore, I should not forget to mention that ...  
Moreover, ...  
Besides, ...  
In addition, ...

### Concluding / Summarising

Finally, I would like to ...  
Please ask, if you have any further questions.  
Thank you for listening!

## Giving a summary

### Summarising an article / podcast / interview

The article/podcast/interview ... is about ... (*main topic*).  
It was published in ... (*name of newspaper/magazine*)/on ... (*website*) on ... (*date*).  
The reader/listener is told about ...  
The author/speaker points out/states ...  
He/She criticises/analyses/comments on ...  
Finally, he/she tries to convince the readers/listeners that ...  
Finally, he/she concludes that ...

### Please note:

- When giving a summary, you should use your own words. Do not use quotes from the original.
- Make sure that you do not give your opinion on anything.