



1 Discussion and interaction

Introducing an argument

From my point of view, ...

I would like to point out ...

The point I am trying to make is ...

Personally, I feel that ...

I believe that ...

I really must say ...

Adding ideas

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

In addition, ...

On top of that, ...

Agreeing

I could not agree with you more.

That's what I think too.

That's exactly how I see it/feel about it.

Well, in that case, I can see your point.

Disagreeing

Yes, possibly, but ...

I agree up to a certain point, but ...

I am sorry, but I don't agree!

In no way can I agree with you because ...

Interrupting

Excuse me, but ...

Could I say something here?

May I come in here?

Asking for someone's opinion

What do you think about/of ...?

What is your view on this?

Giving examples / Emphasising

Let me give you an example.

Just let me explain ...

What I mean is ...

Concluding / Summarising

Summing up, it can be said that ...

On the whole, ...

2 Giving a presentation

Introducing the topic of your presentation

Good morning!/Good afternoon!/Hello everybody!

Today I have come here to tell/inform you 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 mention that ...

On top of that, ...

Moreover, ...

Besides, ...

In addition, ...

I really feel that .../I truly believe that ...

Concluding / Summarising

Finally, I would like to .../To conclude, ...

Please ask if you have any further questions.

Thank you for listening!

3 Describing charts and diagrams

Providing general information

The survey/diagram/bar chart/pie chart/infographic shows ... (*overall topic*) in percentage points/million people/dollars/pounds/euros ...

The survey was conducted by ... (*source*) in ... (*year*).

The period under review is from ... to

... (*number of people interviewed*) people were interviewed, they were between ... and ... years old.

Summarising results

The survey/diagram/bar chart/pie chart/infographic clearly shows that ...

The majority/minority thinks/says that ...
... per cent of the interviewed feel that ...

Half/A third/A quarter of the people interviewed claim that ...

Analysing the results

Analysing the results, it can be said that ...

It is (quite) surprising that ...

The results show that ...

4 Giving a summary

4.1 Summarising the results of a survey

I interviewed four/five/six ... classmates about their attitude towards/their opinion about ... and I would like to summarise my findings.

I found out that ...

Four out of six students said that ...

Two out of four also mentioned that ...

To my surprise, everybody/nobody/only one person said that ...

Moreover, 25 per cent/30 per cent ... pointed out that ...

Another interesting finding was that ...

The majority/minority mentioned that ...

Summarising my classmates' answers, I can say that ...

4.2 Summarising an article/podcast/radio interview

The article/podcast/radio interview is about ... (*main topic*).

The article/podcast/radio interview offers information about ... (*main topic*).

It was published/released on ... (*date*) in ... (*newspaper/magazine*)/on ... (*website*).

The reader/s/listener/s is/are told about ...

The author/speaker says that .../asks if ...

An interesting/surprising fact/important aspect mentioned in the article/podcast/radio interview is that ...

The article also says that ...

Surprisingly, the article/author/speaker claims that ...

The author draws attention to the fact that ...

Another topic covered in the article/podcast/radio interview is ...

Finally, the author/speaker concludes that ...