



1 Discussion and interaction

Introducing an argument

To begin with, I am of the opinion that ...

Personally, ...

As I see it, ...

There can be doubt that .../There is no doubt that ...

From my point of view, ...

I would like to mention that ...

Agreeing

I (absolutely) agree with you when you say that ...

You are (totally) right.

That's exactly how I see it.

You've got a good point there.

Disagreeing

I (completely) disagree.

I tend to disagree with you there.

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

Yes, but that's not always the case.

I find it difficult to believe/imagine that ...

Interrupting

Do you mind if I interrupt?

May I add something to that?

I beg your pardon, but I need to say something.

Contrasting

However, ...

Even though ... /Although ...

One contrast between ... and ... is that ...

Looking at both sides of the coin, we can say that ...

Giving examples / Emphasising

To illustrate my point/this issue, ...

To show you what I mean ...

Let's pretend that ...

Let's imagine ...

To give you an idea ...

Asking for someone's opinion

What's your opinion concerning ...?

Please tell me your opinion on ...

How do you feel about ...?

I would like to know if/whether ...

Concluding / Summarising

After weighing the pros and cons ...

In conclusion, ...

In the end, ...

2 Giving a presentation

Salutation and introducing the topic of your presentation

Good morning/Good afternoon/Hello everybody!

Today I would like to give a presentation about .../Today I have come here to tell you .../inform you about .../share my thoughts on ... with you.

Giving an overview

In the first part of my presentation, I will present/summarise/explain/outline ...

The second part will be about .../will deal with .../will focus on ...

In the final part of my presentation, I will speak about .../suggest .../recommend ...

Structuring your presentation

Well, first of all, let me say that ...

Furthermore, I should mention that ...

On top of that, ...

Besides, ...

In addition, ...

We should not forget to mention that ...

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

What's more, ...

Concluding / Summarising

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

Please ask if you have any further questions.

Thank you for listening!

3 Describing statistics, graphs, charts and diagrams

Providing general information

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

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

The period under review/in question is from ...
(*year*) to ... (*year*).

Summarising results

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

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

Half/A third/A quarter of the people surveyed
claim ...

According to the chart, ...

Analysing the results

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

It is remarkable that ...

It is (quite) surprising that ...

The results prove/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 on ...
(*topic*) and would like to summarise my findings.

Let me quickly summarise/explain/report what
my classmates said about ... (*topic*).

First, I found out that ...

Four out of six students said that ...

Two out of four also claimed/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 is that ...

The majority/minority mentioned that ...

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

Taking my classmates' answers into
consideration, it can be concluded that ...

4.2 Summarising an article/podcast/radio interview

The article ...(*title of article*)/podcast ...
(*name of podcast*)/radio interview with ...
(*name of interviewed person*) ... is about/
deals with/presents ... (*main topic*).

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

In the article/podcast/interview the reader/
listener gets to know/is confronted with/
is told about ...

The author/speaker states/claims/points out ...

He/She uses examples to confirm/prove that ...

He/She criticises/analyses/comments on ...

Another aspect which is described is ...

The reader should also be convinced of the fact
that ...

The author/speaker emphasises his/her thesis by
saying that ...

Finally, he/she tries to convince the readers/
listeners that .../Finally, he/she concludes that ...

In conclusion, it can be said that the author/
the host of the podcast/the guest of the
podcast/the interviewer/the person being
interviewed/... (*name of person*) ... wants to
make the reader(s)/listener(s) aware that ...