



1 Discussion and interaction

Introducing an argument

To begin with, I am of the opinion that ...
 I'm inclined to believe that ...
 It seems to me that ...
 From my perspective, ...
 To my way of thinking ...
 From the point of view of ... (*name*), it can be said that ...
 There is no doubt in my mind that ...
 As I see it ...
 In my experience, ...

Agreeing

I (absolutely) agree with you when you say that ...
 No doubt about it.
 That's for sure.
 I was just going to say that.
 I wholeheartedly support what ... (*name*) has just said because ...

Disagreeing

No way.
 I beg to differ.
 Not necessarily.
 I (tend to) disagree with you there.
 These theories are not to be taken seriously.
 ... is/are invalid because ...
 I'm afraid I have to disagree with what has just been said because ...

Interrupting

I'm sorry to cut this short, but ...
 I don't mean to be rude, but I'd like to ask a question.
 Can I add something here?
 I couldn't help overhearing ...

Contrasting

By contrast .../However, ...
 Another way of viewing this is ...
 Even though .../Despite ...
 The essential difference is that ...
 Alternatively, .../Whereas ...

Giving examples / Emphasising

As proof ...
 To give you an idea ...
 Pretend that ...
 Let's imagine ...
 As a matter of fact ...
 Nonetheless, ...

Asking for someone's opinion

What's your idea on this?
 Do you have anything to say about this?
 What are your thoughts on this?
 I should like to know if/whether ...
 Where do you stand on the topic of ...?

Concluding / Summarising

After weighing up the pros and cons ...
 In conclusion, ...
 As has been said ...
 On the whole, .../Therefore, ...

2 Hosting a panel discussion

Opening

Good morning/Good afternoon everybody and welcome to this panel discussion on ...
 We are happy that so many of you chose to join us for this event.
 It's great to see so many familiar faces. Welcome again to our event ...
 Good morning/Good afternoon/Good evening, thank you for joining our session on ... (*topic*).

First of all, would you, ... (*name of participant*), like to present your position on this topic/issue?
 ... (*name of participant*), how do you see this?
 Thank you for taking part in this discussion./ Thank you for joining us for today's discussion.



Transitioning

Thank you, ... (*name of participant*), for your great points.

I would like to highlight ... (*topic/aspect*). This is a great transition to our next speaker who ... (*e.g. also attends the same school, is a member of ..., etc.*)

Thank you very much for your input/ideas ..., (*name of participant*).

Thank you for these insights on the topic/issue.

To open the discussion, I have a question for ... (*name of participant/s*).

Would anyone care to comment on what ... (*name of participant*) just said?

Interrupting participants

Thanks for your input, ... (*name of participant*), I found your statement on ... (*topic*) interesting and wanted to also give ... (*name of participant*)/the others the chance to contribute/ share their thoughts with us.

I am sorry, I will have to jump in here. As I mentioned in the beginning, my job is to keep us on track, and right now we are losing track of time/our issue ...

Summarising

Keeping an eye on the time as there are only a few minutes left, I would invite ... (*name of participant*) to share one word/three words which you will take with you from this session.

Now that we have gathered all your input, let me quickly summarise the discussion/the main findings.

Two/Three ... points stand out for me from our discussion: ...

Before we close, let me do a quick recap of our discussion: ...

Closing

I am afraid I am going to have to wrap up this lively discussion now.

Please bear with me, our time is up and we will have to say goodbye now.

Thanks a lot to all the great speakers and audience for being part of this lively event. I hope you enjoyed it as much as I did.

What an interesting and diverse group! Our session is coming to an end. If you have any further questions or comments, please post them in the chat. We will try to answer them afterwards.

We are closing just in time, very efficient and effective! Thank you very much for your participation and interesting remarks and questions.

3 Giving a presentation

Salutation and introducing the topic of your presentation

Good morning!/Good afternoon!/Hello everybody!

For those of you who don't know me, my name is ... and I'm ...

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

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 ... and 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, ...

In my experience, ...

Besides, ...

Broadly speaking,/Frankly speaking, we should not forget to mention that ...

So how is it possible that ...? Well, answering this question is not easy, but I will try.

I'm convinced that ...

In this way, it would be ...

Concluding / Summarising

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

I would like to end my presentation with a famous quote: ...

Thank you for listening!

Please ask if you have any further questions.

4 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/million people/dollars ...

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

The period under review/in question is from ... to ...

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 enjoyed/felt that ...

Half/A third/A quarter of the people surveyed stated/declared/affirmed that ...

As we can see in the chart/graph/infographic, there is a remarkable increase/decrease in ...

Analysing the results

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

It is astonishing/shocking/worrying that ...

... is (quite) surprising as ...

The results proof/show that ...

5 Giving a summary

5.1 Summarising the results of a survey

I interviewed four/five/six ... classmates/adolescents/students ... about their attitude towards/their opinion about ... and would like to summarise my findings./Let me quickly explain/report what my classmates said about ...

I found out that ...

Three out of six students said that ...

One out of four also claimed/mentioned that ...

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

Moreover, 25 per cent/60 per cent ... pointed out that ...

Over one third/half ... of the respondents mentioned/expected/said that ... while slightly less than half/one third ... mentioned/expected/said that ...

Another interesting finding was that ...

The majority/minority of classmates mentioned that ...

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

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

5.2 Summarising an article/a podcast/a radio interview

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

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

The reader/listener gets to know/is confronted with/is told about ...

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

He/She further states that ...

He/She goes on to say that ... and compares ... to ...

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

He/She also believes that ...

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

In his/her last remark, the author/speaker concludes that ...