



As we've learned in the writing part, guiding the reader with metalanguage is particularly important when we have a non-expert audience. In presentations, this is even more crucial to ensure that the audience follows your line of thought and the presentation itself. Different terms refer to this kind of metalanguage, or metatalk: signposting, transitions, logical connectors. They all share the same principle and refer to **the words and phrases that people use to tell the listener what has just been covered and what will be discussed next.**

INTRODUCTION

<p>Introducing the subject</p>	<p><i>Starting with...</i> <i>I'll begin by...</i> <i>I'd like to review ...</i> <i>I want to introduce ...</i> <i>I'm going to analyze ...</i> <i>I shall explain ...</i></p>							
<p>Rhetorical questions (with attention grabber)</p>	<p><i>Can we achieve these targets by 2006?</i> <i>Can they increase sales?</i> <i>Can IBM solve these problems?</i> <i>So, who was responsible?</i> <i>So, what would you have done?</i> <i>So, what should we do?</i> <i>So, how much would it cost?</i> <i>Where did we go wrong?</i></p>							
<p>Presenting the purpose</p>	<p><i>I'm here today to...</i> <i>My purpose today is to ...</i> <i>My objective today is to introduce...</i> <i>My aim this morning is to...</i> <i>My primary target is to...</i> <i>My main priority is to...</i> <i>What I want to do today is to give you some facts and figures.</i></p> <table border="1" data-bbox="448 1323 1444 1637"> <tr> <td data-bbox="448 1323 754 1402"> <p><i>Today, I shall be...</i> <i>Today, we'll be...</i></p> </td> <td data-bbox="754 1323 1444 1402"> <p><i>...talking about a new kind of material that...</i> <i>...looking at recent technical problems that...</i> <i>...dealing with a problem familiar to all of us...</i></p> </td> </tr> <tr> <td data-bbox="448 1402 754 1525"> <p><i>What I'm going to do is...</i> <i>What I intend to do is...</i> <i>My aim today is to...</i></p> </td> <td data-bbox="754 1402 1444 1525"> <p><i>...describe to you some potential solutions</i> <i>...tell you about a new technique for...</i> <i>...show you a way to improve...</i> <i>...explain to you how you can use...</i> <i>...outline a 3-part strategy for overcoming...</i></p> </td> </tr> <tr> <td data-bbox="448 1525 754 1637"> <p><i>I'd like to...</i> <i>What I'd like to do is...</i> <i>What I want to do is...</i></p> </td> <td data-bbox="754 1525 1444 1637"> <p><i>...take a look at 2 new developments in...</i> <i>...present you the results of our research...</i> <i>...go over some of the difficulties...</i> <i>...examine...</i></p> </td> </tr> </table>		<p><i>Today, I shall be...</i> <i>Today, we'll be...</i></p>	<p><i>...talking about a new kind of material that...</i> <i>...looking at recent technical problems that...</i> <i>...dealing with a problem familiar to all of us...</i></p>	<p><i>What I'm going to do is...</i> <i>What I intend to do is...</i> <i>My aim today is to...</i></p>	<p><i>...describe to you some potential solutions</i> <i>...tell you about a new technique for...</i> <i>...show you a way to improve...</i> <i>...explain to you how you can use...</i> <i>...outline a 3-part strategy for overcoming...</i></p>	<p><i>I'd like to...</i> <i>What I'd like to do is...</i> <i>What I want to do is...</i></p>	<p><i>...take a look at 2 new developments in...</i> <i>...present you the results of our research...</i> <i>...go over some of the difficulties...</i> <i>...examine...</i></p>
<p><i>Today, I shall be...</i> <i>Today, we'll be...</i></p>	<p><i>...talking about a new kind of material that...</i> <i>...looking at recent technical problems that...</i> <i>...dealing with a problem familiar to all of us...</i></p>							
<p><i>What I'm going to do is...</i> <i>What I intend to do is...</i> <i>My aim today is to...</i></p>	<p><i>...describe to you some potential solutions</i> <i>...tell you about a new technique for...</i> <i>...show you a way to improve...</i> <i>...explain to you how you can use...</i> <i>...outline a 3-part strategy for overcoming...</i></p>							
<p><i>I'd like to...</i> <i>What I'd like to do is...</i> <i>What I want to do is...</i></p>	<p><i>...take a look at 2 new developments in...</i> <i>...present you the results of our research...</i> <i>...go over some of the difficulties...</i> <i>...examine...</i></p>							
<p>Narrowing the topic</p>	<p><i>In particular, I will explain how the material can be used in many of our products.</i></p>							
<p>Providing background</p>	<p><i>As you probably know, there have recently been complaints from consumers...</i> <i>Some of you may know about our research program.</i> <i>Many of you are likely familiar with physical characteristics of this material.</i> <i>You may be aware of the features of the TK-3000 model.</i></p> <table border="1" data-bbox="448 1767 1444 1924"> <tr> <td data-bbox="448 1767 908 1868"> <p><i>For those of you who...</i> <i>If anyone of you...</i></p> </td> <td data-bbox="908 1767 1444 1868"> <p><i>are not familiar with...</i> <i>are not acquainted with...</i> <i>are outsiders of this topic...</i></p> </td> </tr> <tr> <td data-bbox="448 1868 908 1924"> <p><i>As I'm sure...</i></p> </td> <td data-bbox="908 1868 1444 1924"> <p><i>many of you already know ...</i> <i>you are aware of...</i></p> </td> </tr> </table>		<p><i>For those of you who...</i> <i>If anyone of you...</i></p>	<p><i>are not familiar with...</i> <i>are not acquainted with...</i> <i>are outsiders of this topic...</i></p>	<p><i>As I'm sure...</i></p>	<p><i>many of you already know ...</i> <i>you are aware of...</i></p>		
<p><i>For those of you who...</i> <i>If anyone of you...</i></p>	<p><i>are not familiar with...</i> <i>are not acquainted with...</i> <i>are outsiders of this topic...</i></p>							
<p><i>As I'm sure...</i></p>	<p><i>many of you already know ...</i> <i>you are aware of...</i></p>							
<p>Previewing the structure of a talk</p>	<p><i>There are three main parts to today's talk.</i> <i>I have divided (up) my talk in the following way....</i> <i>I've broken my talk up into three parts....</i></p> <table border="1" data-bbox="448 1995 1444 2116"> <tr> <td data-bbox="448 1995 754 2116"> <p><i>First (off), I'll tell you about...</i> <i>To start off, I'm going to...</i> <i>To begin (with), I'll explain...</i></p> </td> <td data-bbox="754 1995 1061 2116"> <p><i>Next, I'd like to show you...</i> <i>Second, I want to...</i> <i>After that, I intend to...</i> <i>Then, I hope to...</i></p> </td> <td data-bbox="1061 1995 1444 2116"> <p><i>And finally I want to discuss...</i> <i>And to finish off (with) I plan to...</i></p> </td> </tr> </table>		<p><i>First (off), I'll tell you about...</i> <i>To start off, I'm going to...</i> <i>To begin (with), I'll explain...</i></p>	<p><i>Next, I'd like to show you...</i> <i>Second, I want to...</i> <i>After that, I intend to...</i> <i>Then, I hope to...</i></p>	<p><i>And finally I want to discuss...</i> <i>And to finish off (with) I plan to...</i></p>			
<p><i>First (off), I'll tell you about...</i> <i>To start off, I'm going to...</i> <i>To begin (with), I'll explain...</i></p>	<p><i>Next, I'd like to show you...</i> <i>Second, I want to...</i> <i>After that, I intend to...</i> <i>Then, I hope to...</i></p>	<p><i>And finally I want to discuss...</i> <i>And to finish off (with) I plan to...</i></p>						

MOVING BETWEEN MAIN AND SUBPOINTS

Finishing one subject	<p>Well, I've told you about...</p> <p>That's all I have to say about...</p> <p>We've looked at...</p>	
Indicating a change of topic	<p>Now we'll move on to...</p> <p>Let me turn now to...</p> <p>Next...</p> <p>Turning to...</p> <p>I'd like now to discuss...</p> <p>Let's look now at...</p> <p>So, now I'd like to move on to the topic of...</p>	
Introducing a main point	<p>The key point to understand is that...</p> <p>The main aspect is...</p>	
Structuring a sequence of points	<p>I will give three of the important areas of variation.</p> <p>There are three possibilities:</p> <p>The first important variation is...</p> <p>The second area of variation is...</p>	
Ordering	<p>Firstly...secondly...thirdly...lastly...</p> <p>First of all...then...next...after that...finally...</p> <p>To start/begin with...later...to finish up...</p> <p>After this ... Finally ...</p>	
Analyzing a point and giving recommendations	<p>Where does that lead us?</p> <p>Let's consider this in more detail...</p> <p>What does this mean for ABC?</p> <p>Translated into more concrete terms...</p>	
Emphasizing a point	<p>I would like to emphasize...</p> <p>What I want to emphasize to you is...</p> <p>The general point you must remember is...</p> <p>It is important to note that...</p> <p>The first important point to note about... is...</p> <p>I repeat that...</p> <p>The next point is crucial to my argument.</p> <p>Now this is an important point.</p> <p>This is important because...</p>	
Summarizing a main idea	<p>So,...</p> <p>what we have seen /learned then is that..</p> <p>we can see then that.. these improvement increase fuel efficiency.</p> <p>as you can see then...</p> <p>it seems/appears then that...</p> <p>what we can see then is that...</p> <p>what I'm saying then is that...</p> <p>to tie this up then....</p> <p>in a nutshell then...</p> <p>in short then....</p>	
Moving on	<p>So, having looked at...</p> <p>Okay,...</p> <p>Right (then),...</p> <p>So (then),</p> <p>Now,...</p> <p>Then,...</p>	<p>Let's now move on to ...</p> <p>I'd like to go on to ...</p> <p>I now want to...</p> <p>Let's now consider...</p> <p>This brings/leads us to...</p> <p>let's now turn to...</p> <p>let's now take a look at...</p> <p>let's now move on to take a look at..</p> <p>if we (now) move on to...</p> <p>if we (now) turn (our attention) to...</p> <p>turning (now) to...</p> <p>moving on to...</p>

LINKING IDEAS

Cause and effect	<p>Since increased performance is not our main concern, I'd now like to talk about...</p> <p>As a result of this new feature, we must now consider...</p> <p>As a result, we have to find new ways to reduce emission outputs.</p> <p>Consequently, we have been developing a more efficient hydraulic system.</p> <p>Therefore, I would now like to show our latest test results.</p>
Purpose	<p>In order to take advantage of this new technology, we have to look at the market.</p> <p>For the new model to work efficiently, we need a new kind of valve.</p>
Reinforcement	<p>In addition to Asia, we are also marketing the product in South America.</p> <p>In addition, we plan to introduce more robots to our production lines.</p> <p>Furthermore, the program can translate from Finnish into English.</p>
Contrast	<p>Although the machine operates well at low temperatures, at high temperatures there are some problems.</p> <p>Unlike the TK-300, The TK-400 is more compact.</p> <p>Instead of batteries, the new model uses solar power.</p>

	<p>Nevertheless, ...</p> <p>However, ...</p> <p>On the other hand, ...</p>
Additions	<p>In addition ...</p> <p>I might add that ...</p> <p>Furthermore ...</p> <p>Moreover ...</p> <p>Not only ... but also ...</p> <p>As well as ... there is also ...</p>
Examples	<p>For example, ... / For instance, ...</p> <p>One way to illustrate/ see this is to imagine a ...</p> <p>To illustrate this, ...</p> <p>A good example/illustration of this is ...</p> <p>As an illustration, ...</p> <p>To give you an example, ...</p> <p>The first important thing to notice is ...</p> <p>One of the most dramatic examples of ... is ...</p> <p>What I want to emphasize to you is ...</p> <p>Now, this is an important point.</p> <p>Let me give you some examples.</p> <p>...is a case in point.</p>

DESCRIBING VISUAL AIDS

Describing the purpose of a chart	<p>This shows our sales from 1995 to 2000.</p> <p>This delineates the stages in the manufacturing process.</p>		
Pointing to a visual aid (where, what)	<p>As you'll note in this...</p> <p>As you can see in this...</p> <p>If you look at this...</p> <p>If you take a look at this...</p> <p>This</p>	<p>graph</p> <p>diagram</p> <p>figure</p> <p>pie chart</p> <p>table</p>	<p>you'll note that..</p> <p>you'll notice that...</p> <p>you can see that...</p> <p>you can see that....</p> <p>shows that...</p>
Describing parts of a graph	<p>The</p> <p>This</p>	<p>vertical axis</p> <p>horizontal axis</p> <p>curve</p> <p>solid bar</p> <p>broken line</p> <p>gray segment</p> <p>dotted line</p> <p>black columns</p> <p>hatched section</p>	<p>represents...</p> <p>signifies...</p> <p>denotes...</p> <p>indicates...</p> <p>stands for...</p> <p>shows...</p>
Describing the units of a diagram	<p>The units are in meters.</p> <p>These figures are in thousands of dollars.</p> <p>The numbers are in tens of thousands of Euros.</p>		

CONCLUSION/ENDING YOUR TALK

Signaling close and summarizing the main points	<p>In conclusion,...</p> <p>Right, let's sum up, shall we?</p> <p>I'd like now to recap...</p> <p>Let's summarize briefly what we've looked at...</p> <p>Finally, let me remind you of some of the issues we've</p> <p>In summary, there are three ways to...</p> <p>In conclusion, this report finds/shows/demonstrates that...</p> <p>To summarize (then), these results indicate/suggest...</p> <p>To conclude (then), this technique...</p> <p>To sum up (then), our new method...</p> <p>To wrap this up (then), our new process...</p> <p>To summarize my main points ...</p> <p>To recapitulate, ...to recap</p> <p>Let me now sum up ...</p> <p>Let me go over what we have covered/learned today...</p> <p>If I can just sum up the main points...</p>
Restating purpose (your concluding statement)	<p>I'd like to conclude by reminding you that ...</p> <p>Let me end by ...</p> <p>I'd like to finish ...</p> <p>In conclusion, may I remind ...</p> <p>Finally, ...</p> <p>I'm sure that these improvements will allow us to win back our market share.</p>
Dealing with questions	<p>Right, I'm sure you've all got lots of questions?</p> <p>Okay, any questions or comments?</p> <p>If you have any questions, I'll try my best to answer them.</p> <p>No doubt you have many questions ...</p> <p>If there are any questions I shall do my best to answer them ...</p> <p>I'd like to now open the floor for questions...</p> <p>I'd now be very happy to answer your questions...</p>
Your last words	<p>Right then, if there are no further questions, (then) I should like to hand the floor over to our next speaker</p>

FURTHER READING

Alley, M. 2013. *The craft of scientific presentations: critical steps to succeed and critical errors to avoid*. New York: Springer.

Anholt, R.R.H. 2005. *Dazzle 'em with Style : The Art of Oral Scientific Presentation*. Academic Press. Available at:

<http://site.ebrary.com/libproxy.aalto.fi/lib/aalto/reader.action?docID=10138140>

Chivers, B. & M. Shoolbred. 2007. *Students Guide to Presentations*. Sage publications. Available at:

<http://site.ebrary.com/libproxy.aalto.fi/lib/aalto/reader.action?docID=10285253>

Grand, M. (n.d.). *A Short Guide to the Oral Presentation in English*. Retrieved October 20, 2014, from:

http://step.inpg.fr/GB/docs/Language_of_presentation_v7.pdf

McConnell, S. *Designing effective scientific presentations*. Retrieved May 7, 2015 from: <http://library.stanford.edu/guides/sci-tech-oral-presentations>