TABLE OF CONTENTS

- 4.1 -
INTRODUCING THE SUBJECT

- 4.2 -
SEQUENCING

- 4.3 -
ANALYSING A POINT

- 4.4 -
GIVING AN EXAMPLE

- 4.5 -
DEALING WITH QUESTIONS

- 4.6 -
SUMMARISING & CONCLUDING
4.1 INTRODUCING THE SUBJECT

- I’d like to start by addressing / saying / explaining ... 
- Let’s begin by looking at / exploring / considering ... 
- First of all, I’ll explore... 
- I’ll begin by ... 
- Now we’ll move on to ... 
- Let me turn to ... 
- Next ... 
- Turning to ... 
- Now, I’d like to discuss ... 
- Now, let’s look at ...
4.2 SEQUENCING

- Firstly / secondly / thirdly / lastly
- First of all / then / next / after that / following this / finally
- To start with / to finish with
- In order to..., you need to...
- The next step is to
- The next stage is to
- Before doing the analysis, make sure you...
- Follow the steps in the order specified
- Begin by explaining / outlining / describing
4.3 Analysing a point

- Where does that lead us?
- Let’s consider this in more detail.
- What does this mean for ABC?
- Translated in real terms ...
- It is well known / generally accepted / believed to be / widely considered to be the most important ...
- Scientists / Researchers / Experts have always seen (...) as ...
- Recent developments in / findings regarding (...) have led to ...
- Few researchers have addressed the problem / issue / question of ...
- The characteristics of (...) are not yet fully understood.
- There is still need for discussion on (...).
4.4 GIVING AN EXAMPLE

- For example, ...
- For instance, ...
- A good / classic example of this is / would be ...
- As an illustration, ...
- To give you an example, ...
- To illustrate this point, ...
4.5 DEALING WITH QUESTIONS

- That’s a very good point.

- A very pertinent question, particularly considering...

- Your question raises a number of important points...

- We’ll be examining this point in more detail later on.

- I’d like to deal with this question later if I may.

- I’ll come back to this question later in my talk.

- Perhaps you’d like to raise this point at the end.

- I won’t comment on this now.
4.6 SUMMARISING / CONCLUDING

- Well, I’ve told you about ...
- That’s all I have to say about ...
- We’ve looked at ...
- So much for [European policies], let’s turn to [foreign policy].
- In conclusion, ...
- Let’s sum up, shall we?
- Now, I’d like to recap.
- Let’s summarise briefly what we’ve looked at.
- Finally, let me remind you of some of the issues we’ve covered.
- If I can just sum up the main points, ...