

UNIT 6 – SPEAKING

OUTLINE

Purposes	Phrases and expressions
1. To welcome the audience and introduce the topic	<i>Good morning/afternoon, everyone.</i> <i>It's my pleasure to talk to you today about ...</i>
2. To introduce the first point/idea	<i>To begin with, I'll suggest ...</i> <i>I'd like to begin by discussing ...</i>
3. To move to the next point	<i>My next point is ...</i> <i>Let's now turn to another point.</i>
4. To indicate the end of the talk	<i>Finally, I'd like to summarise the key issues/points.</i> <i>To sum up, let's look at the main points again.</i> <i>To conclude, I'd like to ...</i>
5. To thank the audience	<i>Thank you for your attention.</i> <i>Thanks for listening.</i>