

Transition Phrases Pack

Twenty phrases that carry a talk from one part to the next. You do not need all of them. Pick three, say each one out loud ten times until it stops feeling borrowed, and use those three everywhere. Then come back for three more.

Opening 7 PHRASES

Today I want to talk about...

The safest opening in English. Name your topic in the first breath.

Good morning, everyone. Thanks for having me.

Warm, polite, completely standard. Swap in afternoon or evening.

Let me start with a question.

People answer in their heads before they decide to listen.

By the end of this talk, you'll know...

A promise. It says what they get for their time.

First, a little background.

Signals that this part is not the main event.

I'd like to share three ideas with you.

A roadmap. Numbers are kind — people can feel how far along they are.

Let me tell you a quick story.

"Quick" is the important word. It promises you will not ramble.

Moving on 7 PHRASES

Let me give you an example.

The most useful phrase here. Every abstract idea gets easier when an example arrives.

Which brings me to my next point.

Sounds planned even when you are improvising.

Now let's look at...

"Let's" quietly puts you and the audience on the same side.

In other words...

Your repair kit. If a sentence came out tangled, say this and try again.

The important thing here is...

Use it rarely, or everything sounds important and nothing is.

As I mentioned earlier...

Shows the audience the parts belong to each other.

Before I move on, one more thing.

Adds a small point without losing the thread.

Closing 6 PHRASES

So, to sum up...

The room wakes up. Put your best line right after it.

Let me leave you with this.

Everything after this should be short and worth keeping.

That brings me to the end.

Stops a talk drifting into an awkward, unfinished silence.

If you remember one thing, remember this.

Your whole talk in one sentence. If you learn one phrase, make it this.

Thank you for listening.

Complete. Ordinary. Perfect. It tells people the talk is over.

I'd be happy to answer any questions.

Hands the room over on your terms.

The four signposts A DIFFERENT JOB

These are not transitions. They are the skeleton — the words that tell an audience where they are in your talk. Use all four, every time, in this order.

There are three reasons.

Tell them how many points are coming. Now they can follow your path.

First...

Point one. Simple, clear, easy to hear.

Next...

Point two. "Then" and "After that" work too.

Finally...

The last point. The audience knows the end is coming.

THE THREE I AM LEARNING THIS WEEK

Write them out by hand. Say each one ten times out loud. Then use them in your next talk whether they fit or not — that is how they stop feeling borrowed.

All twenty, with the reason each one works and a drill for each, are in Module 4 of Base Camp:
englishrefresher.com/public-speaking-b1-presentation-phrases/