

PRACTICAL ENGLISH FOR PROFESSIONALS

LESSON 10 ANSWERS. PRESENTATIONS 3

Dealing with interruptions	Summarising and concluding	Asking for questions
<ul style="list-style-type: none"> ● Perhaps I could return to that point later on? ● If I might just finish? ● If you'd allow me to continue? 	<ul style="list-style-type: none"> ● To sum up then, ... ● To summarise my main points ... ● I'd like to conclude by reminding you that ... ● Let me end by ... ● I'd like to finish ... ● In conclusion, may I remind you ... ● Finally ... 	<ul style="list-style-type: none"> ● You no doubt have many questions ... ● If there are any questions ... ● I'm sure you have many questions ...
Playing for time	Closing question time	Thanking
<ul style="list-style-type: none"> ● That's an interesting question. ● I'm glad you asked that question. ● You've raised an important point there. ● That's a difficult question. 	<ul style="list-style-type: none"> ● Perhaps on that note we could end? ● I'm afraid that's all we have time for. 	<ul style="list-style-type: none"> ● I'd like to thank you all on behalf of Company X. ● I'd like to thank you all for your participation.