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To sum up ...



Look at these final statements from different conclusions. Which ones do you find most effective? Work with a partner to rank them (1 = most effective, 8 = least effective).

- a Thank you very much for your attention.
- b In conclusion, I'd like to highlight our company's highly innovative products.
- c So, to put it in the words of the famous H. Gordon Selfridge, "The customer is always right".
- d Well, I don't know whether this was helpful but I'd like to leave it here.
- e We have all the facts. Let's get to work now!
- f The one last thing I'd like to say is: it's your choice.
- g So, that's all I have to say. I hope you haven't all fallen asleep!
- h To conclude, I want to come back to that story I told you at the start of my presentation and say one word: apple pie!

What do the presenters try to achieve with the different endings?



1 Listen to the conclusion of a presentation and answer the questions.



- 1 What was the brief?
- 2 What are the options?
- 3 What is the best solution?
- 4 What does the presenter recommend?

2 Look at these sentences from the presentation and put them in the correct category in the box.

- 1 I'll just run through the three different options ...
- 2 We'd suggest ...
- 3 Now I'll be happy to answer any questions you may have.
- 4 We'd therefore recommend that we ...
- 5 Before I stop, let me go through my main points again.
- 6 Well, this brings me to the end of my presentation.

CONCLUSION OF A PRESENTATION

Signalling the end of the presentation

Summarizing the main points

Recommending or suggesting something

Inviting questions

Now add these phrases to the table above.

a Thank you all for listening.

b In my opinion, we should ...

c We just have time for a few questions.

d To sum up then, we ...

e OK, I think that's everything I wanted to say ...

g I'd like to run through my main points again ...

f Are there any questions?

i I'm now nearing the end of my talk ...

h As a final point, I'd like to ...

j Just to summarize the main points of my talk ...

k What I'd like to suggest is ...