Virtual Presentation Phrase Bank

Useful English phrases to engage your audience, guide your presentation, and finish with a clear next step



www.businessenglish4all.com

1. Opening and Engaging the Audience

- **Before we begin, I’d like to ask you a quick question.**
- **Type one word in the chat to describe…**
- **Let’s start with a quick poll.**
- **By the end of this presentation, you’ll understand…**
- **The reason this matters is…**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

2. Explaining the Structure

- **First, I'll explain…**
- **Then, we'll look at…**
- **Finally, I'll present…**
- **I'll pause after each section for questions.**
- **Please add any questions to the chat as we go.**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

3. Moving Between Points

- **Let’s move on to the next point.**
- **This brings us to…**
- **The second issue is closely connected to the first.**
- **Before we continue, let’s look at…**
- **Now that we’ve examined the problem, let’s consider the solution.**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

4. Inviting Interaction

- **Has anyone experienced something similar?**
- **Use the thumbs-up reaction if you agree.**
- **Which option would work best for your team?**
- **Please select one of the three options in the poll.**
- **Would anyone like to add something in the chat?**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

5. Responding to the Chat

- **I can see that several people have mentioned…**
- **Maria has raised an important point about…**
- **I’ll address that question in the next section.**
- **Let me pause here and respond to a question from the chat.**
- **Thank you for that comment. It connects directly to…**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

6. Checking Understanding

- **Is there anything you would like me to clarify?**
- **Which part requires further discussion?**
- **Would it help if I showed you an example?**
- **Are there any concerns about the proposed timeline?**
- **Before we move on, let me check that the next step is clear.**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

7. Summarising

- **Let me briefly summarise the main points.**
- **We have identified three key issues.**
- **The main message I’d like you to remember is…**
- **In short, our recommendation is…**
- **This brings us to our proposed next step.**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

8. Ending with a Call to Action

- **Please review the proposal by Friday.**
- **I'll send the action points after this meeting.**
- **Please reply with your approval or any concerns.**
- **Each team needs to confirm its availability by…**
- **Our next step is to…**



© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com

Quick Closing Checklist

- what needs to happen next;
- who is responsible;
- when it must be completed;
- how they should respond.



www.businessenglish4all.com

© 2026 BusinessEnglish4All. All rights reserved. www.businessenglish4all.com