# 202\_年英语演讲稿开头结尾

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结束语

-In conclusion, I\'d like to…

-I\'d like to finish by…

-Finally…

-By way of conclusion…

-I hope I have made myself understood

-I hope you have found this useful

-I hope this has given you some idea/clear idea/an outline of…

-Let me end by saying…

-That, then was all I had to say on…

-That concludes our presentation…

-I hope I\'ve managed to give you a clearer picture of…

-If there are any questions, I\'d be delighted to…

-Thank you for your attention…

-Let\'s break for a coffee at this point

-I am afraid that the clock is against us, so we had better stop here

-You have been a very attentive audience---thank you

总结

-To summarize...

-Briefly, then...

-We have seen that...

-the main points, therefore, are...

-If I can summarize what I have said so far...

-If we can take stock for a moment...

-Thus we can see...

-It must now be clear that...

-I\'ve been attempted to explain here that...

-So, to sum up...

-To recap, then, ...

开场白(一)

欢迎听众(正式)

- Welcome to our company

- I am pleased to be able to welcome you to our company...

- I\'d like to thank you for coming.

- May I take this opportunity of thanking you for coming

欢迎听众(非正式 )

- I\'m glad you could all get here...

- I\'m glad to see so many people here.

- It\'s GREat to be back here.

- Hello again everybody. Thank you for being on time/ma-ki-ng the effort to come today.

- Welcome to X Part II.

受邀请在会议上致词

- I am delighted/pleased/glad to have the opportunity to present/of ma-ki-ng this presentation...

- I am grateful for the opportunity to present...

- I\'d like to thank you for inviting/asking me/giving me the chance to...

- Good morning/afternoon/evening ladies and gentleman

- It\'s my pleasant duty today to...

- I\'ve been asked to...

告知演讲的话题

- the subject of my presentation is...

- I shall be speaking today about...

- My presentation concerns...

- Today\'s topic is...

- Today we are here to give a presentation on...

- Today we are here to talk about...Before we start, I\'d like you meet my team members...

- A brief look at today\'s agenda...(告诉听众所讲内容的先后顺序)

- Before we start our presentation, let\'s take a brief look at the agenda...

- I shall be offering a brief analysis of...

- the main area that I intend to cover in this presentation is...

- Take a moment and think of...

- Thank you for giving me the opportunity to tell you about...

开场白(二)

告诉听众发言的长度

- During the next ten minutes, I shall...

- I shall be speaking for about ten minutes...

- My presentation will last for about ten minutes...

- I won\'t take up more than ten minutes of your time...

- I don\'t intend to speak for longer than ten minutes...

- I know that time is short, so I intend to keep this brief

- I have a lot to cram in to the next ten minutes, so I\'d better make a start...

引起听众的兴趣

- I\'m going to be speaking about something that is vitally important to all of us.

- My presentation will help solve a problem that has puzzled people for years...

- At the end of this presentation you will understand why this company has been so successful for so long...

- I am going to be talking about a product that could double your profit margins...

- the next ten minutes will change your attitude to sales and marketing...

- Over the next ten minutes you are going to hear about something that will change the way your companies operate...

- By the end of this presentation you will know all there is to know about...

告诉听众内容要点

- there are five main aspects to this topic (...the first, ... the second, ...a third, ...another, ... the final)

- I am going to examine these topics in the following order (...first, ...next, ...after that, ...finally)

- I\'ve pided my talk into five parts...

- I will deal with these topics in chronological order...

- I\'m going to start with a general overview and then focus on this particular problem (...in general, ...more particularly).

- I want to start with this particular topic, and then draw some more general conclusions from it (...specifically, ... in a wider context).

- there are (a number of) factors that may affect...

- We have to take into account in any discussion of this subject, the following considerations.

- We all ought to be aware of the following points.

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