



How to communicate on Skype

stating your purpose

My purpose today is to...

This morning **I'm going to be** talking to you about the current situation.

- telling you about the current situation
- showing you what has been done so far
- reporting on the current situation
- taking a look at the current situation

So, **I'll start off by** filling you in on the background to our current situation.

- bringing you up-to-date on ...
- giving you an overview of ...
- making a few observations about ...

And **then I'll go on to** explain what I see as the main issues

- put the situation into some kind of perspective
- discuss the situation in more detail
- make detailed recommendations regarding the situation

signposting

move on to the next point:

Moving on to the question of the US market,

go back to the previous point:

Let's go back to the question of clinical research methods.

Going back for a moment **to** the previous point...

digress to a different point:

To digress for a moment, let's consider the alternatives.

give more detail:

To expand on the current situation ...

summarise:

I'd like to recap on the main points.

finish:

Let me just go over the key points again.

I'd like to wrap up by repeating what I said at the beginning of this meeting.

closing

So, **that brings me to** the end of my presentation.

Thank you for listening/attending/joining us today.

Thank you for your attention.

I'm afraid **we've run out of time**.

I think **that's a good place to** stop.