As you may know, ‘transition signals’ are words and expressions used by the speaker which help the audience to understand the structure of the presentation. You use transition signals when you want to move from one subject or item to another, when you want to give examples, if you want to digress, when you want to describe visual aids, when you want to invite questions, and when you want to sum up or conclude. Here you will learn the expressions you can use when you want to sum up and conclude your presentation.

There is an old expression that is often used to give advice to people on giving presentations: ‘Tell the audience what you are going to say, say it, and then tell the audience what you have said’. In other words, you repeat the information that you give. This is important for two reasons. First, people do not have perfect memories and cannot always remember exactly what you have already said. Second, even very fluent speakers do not always understand everything that is said the first time, either because they are not concentrating, or because they cannot hear the words clearly.

**Summing up**

Summing up is therefore very important. In your summary, you should **not** include any new points, but should repeat the key points that you made in the body of your presentation. You can introduce your summary by using one of the following expressions:

- To sum up...
- In summary....
- Right, let’s summarise the key issues...
- OK, let’s go over the main points again.
- Just to reiterate the main points...

**Concluding**

When you give a presentation, you may be happy to finish with a summary of the main points. Sometimes, however, you may want to add a final sentence or two that will either ‘close’ the presentation, or will include any recommendations you want to make. In these cases, you need a separate conclusion. Some expressions you can use to introduce your conclusion are:

- In conclusion...
- I’d like to conclude by saying...
- Finally, let me say that...

**Activity:** Think about an interesting lecture you have attended recently. Imagine that you are the lecturer and write a summary and conclusion for the lecture topic, as though you are going to present it to your class.