

Welcoming the Audience



FORMAL

- Good morning/afternoon, ladies and gentlemen.
- First of all, let me thank you all for coming here today.
- It's a pleasure to welcome you today.
- It's an honor to have the opportunity to address you ...

INFORMAL

- Hello/Hi everyone.
- It's good to see you all here.
- I'm happy/delighted that so many of you could come here today.
- It's a pleasure to welcome you today.

Introducing Saying Name



FORMAL

- Let me introduce myself. My name 's ...
- For those of you who don't know me, my name is ...
- Let me just start by introducing myself.
- Let me start by saying a few words about my own background.

INFORMAL

- My name is...
- I'm ...

Giving your Position

- I work for...
- I'm in charge of...
- I'm responsible for...

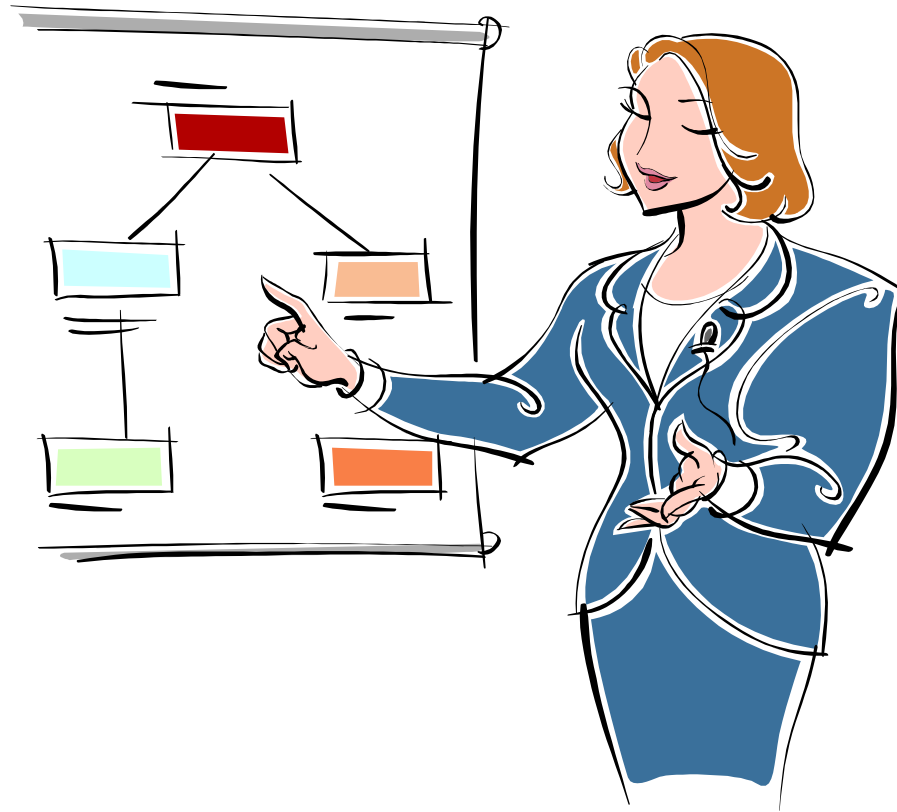
Presenting the Title/Subject

- I'd like to talk to you today about...
- I'm going to present you... (inform you about... describe...)
- The subject of my presentation is ...
- What I'd like to present to you today is ...
- I'm here today to present...

Presenting the Title/Subject

- Today's topic is...
- In my presentation I would like to report on ...
- In my talk I'll tell you about...
- Today I'm going to talk about...
- I'll be talking about...

Structuring the Presentation



Structuring the Presentation

- My presentation will be in ... parts.
- I've divided my presentation into ... parts/sections. They are ...
- In my presentation I'll focus on three major issues.

Signposting the Presentation

- First/Firstly/First of all/In the first place...
- To start/begin with
- Second/Secondly...
- After this (that) /Afterwards...
- Next/Then, ...
- Lastly/Finally last of all...

Signposting the Presentation

- I'll start off by...
- Then I'll move on to...
- I'll end with...

Timing



Timing

- During the next 30 minutes we'll be...
- My presentation will take about 30 minutes.
- It will take about 20 minutes to cover these issues.
- This won't take more than ...

Moving

- Let's move /go onto ... Now we come to ...
- That brings us to ...
- This leads directly to my next point.
- This brings us to the next question.
- After examining this point, let's turn to ...
- Let's now take a look at...

MAKING a START

Getting the Audience's Attention

- **Ask a question**
- **Start with an interesting fact**
- **Tell them a story or anecdote**
- **Give them a problem to think about**
- **Use a quotation**

Going Back

- Let's go back to ...
- As I said/mentioned earlier,...
- Let me come back to what I said before ...
- Let's go back to what we were discussing earlier.
- As I've already explained,...
- As I pointed out in the first section,...

Adding Ideas

- In addition to this, I'd like to say...
- Moreover/Furthermore, there are other interesting facts we should take a look at.
- Apart from being too expensive, this model is too big.

Highlighting



Highlighting

- I'd like to stress/highlight/ emphasize the following point(s).
- I'd like to start by drawing your attention to ...
- Let me point out that...
- I think you'll be surprised to see that...

Highlighting

- What's really important here is ...
- What I'd like to point out here is ...
- Let's look more closely at...
- I'd like you to focus your attention on ...

Giving Examples

- For example, For instance...
- Such as ...
- A good example of this is ...
- To illustrate this point, ...

Introducing a Visual



Introducing a Visual

- Now, let's look at the position of ...
- Now, I'll show you the ...
- The next slide shows ...
- The (upper) part of the slide gives information about ...
- You can see here the ...

Introducing a Visual

- Let's now look at the next slide which shows ...
- According to this graph,
- This chart compares ...and ...
- As you can see here,...

Indicating the End of your Talk

- I'm now approaching/nearing the end of my presentation.
- That covers just about everything I wanted to say about...
- OK, I think that's everything I wanted to say about...
- As a final point, I'd like to ...
- Finally, I'd like to highlight one key issue.

Summarising/Concluding



Summarising/Concluding

- I'd like to sum up now.
- Let me summarize briefly what I've said.
- Before I stop, let me go over the key issues again.
- In conclusion, ...To conclude, ...
- As you can see, there are some very good reasons ...
- I'd like to leave you with the following thought/idea.

Recommending

- My/our suggestion/proposal/
recommendation would be/is to ...
- We recommend/I'd like to suggest/I
propose setting up....
- We therefore (strongly) recommend
that...
- In my opinion, we should ...
- Based on the figures we have...
- I'm quite certain that...

Question & Answer Sessions



Asking for clarification

- I'm sorry. Could you repeat your question, please?
- I'm afraid I didn't quite catch that.
- I'm afraid I don't quite understand your question.

Crediting

- *"Thank you for asking that..."*
- *"That's a difficult question..."*
- *"That's a very interesting question..."*

Bridging

- *Does that answer your question?*
- *Are there any other questions?*

Avoiding giving an answer

- Perhaps we could deal with that later.
- Could we leave that till later?
- If you don't mind, could we discuss that on another occasion?
- Well, actually I'd prefer not to discuss that today.

Admitting you don't know the answer

- I'm afraid that's not my field.
- I don't have the figures with me.
- I'm afraid I don't know the answer to your question, but I'll try to find out for you.

SUCCESS

