Signposts for the Introduction of a Presentation

	Formal	Informal
Introducing yourself:		Hi everyone, I'm ... (name and title). Thanks for coming.
Introducing the topic:	I'm going to give you an overview of...	I'm going to talk to you about…
Outlining your presentation:		
Inviting questions:		If you have any questions during the presentation, please ask.

The presentation today is divided into three parts. First, I'll... Following that I'll... Finally, I'll…	I'm going to talk about three things today. I'll start with… Then I'll talk a little bit about… I'll finish with…	The focus of today's presentation is…	Please don't hesitate to interrupt me if you have any questions.
I'm going to be talking a little bit about…	Good morning/afternoon/ evening. On behalf of (company, department, etc.), I'd like to welcome you. My name is ... (name) and I am ... (position).	I'm here today to talk to you about…	

LIVEWORKSHEETS