

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...	I'm going to be talking a little bit about...	Please don't hesitate to interrupt me if you have any questions.
The focus of today's presentation is...	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...	

Signposts for the Middle of a Presentation

	Formal	Informal
Introducing the first section of your presentation:		Let's start/begin by looking at...
Finishing a section and starting a new one:	Well, we've looked at... Now, I'd like to discuss...	Well, we've looked at... Now, let's talk about...
Expanding or elaborating:	I'd like to expand on... Let's consider this in more detail.	Let me give you some more details/information about...
Talking about earlier or later points in your presentation:	... "later" ... I'll provide you with a more detailed explanation later in the presentation. ... "earlier" ... To repeat what I said earlier...	... "later" ... I'm going to talk more about this later. ... "earlier" ...
Recognizing your listeners' prior knowledge:	As you may know...	You might already know that... I'm sure a lot of you know that/about...
Focusing audience's attention on visuals:	May I focus your attention on the...	

I'd like to elaborate on...	More on this later.	Let me tell you a little more about...
Do you remember I said...?	As you may be aware of...	Having discussed... I'd like to move on to....
As I said earlier...	I know many of you are familiar with...	Well, I've told you about... Now I'll move on to...
You will notice that...	Take a look at this slide/chart/graphic etc. You can see that...	So, that was... Now, let's...
Please direct your attention to the slide/chart/etc.	Okay, here we can see that...	As I mentioned earlier...
I will elaborate on this later in the presentation.	I'd like to start/begin by...	I'm sure a lot of you have heard...

Signposts for the Conclusion of a Presentation

	Formal	Informal
Summarizing and concluding the presentation:	<p></p> <p>To conclude, I'd like to summarize.</p>	<p>Let's summarize/recap what we looked at today.</p> <p>So, to remind you of what we looked at today...</p>
Inviting final questions:	Does anyone have any questions or comments before we conclude today?	Does anyone have any final questions?
Responding to tough questions:	<p><i>(a question you don't have the answer to:)</i></p> <p>I want to answer your question completely, but I don't have that information with me right now. Could you give me your email after the presentation so I can send you a complete response?</p> <p><i>(a question you didn't understand:)</i></p> <p>Could you repeat that, please?</p>	<p><i>(a question you don't have the answer to:)</i></p> <p><i>(a question you didn't understand:)</i></p> <p>Could/Can you repeat that, please?</p> <p>Are you saying that...?</p>
Finishing and saying goodbye:	If there are no further questions, I'd like to thank you very much for your attention. If you think of any additional questions, please feel free to contact me.	

Could you rephrase that, please?	Well, I think that's about it. Thanks for listening. Please contact me later if you have any additional questions or want more information.	Finally, let's look back at what we covered today.
Let me make sure I understand you completely. Do you mean that...?	If you'd like me to elaborate or clarify anything we covered today, please ask.	Sorry, I didn't catch that.
Okay, does anyone have any questions or comments?	I don't have that information with me. Can you give me your email and I'll send you an answer later today?	Finally, let's summarize some of the main points.