

Presentation Skills in English.

Structuring your Introduction.



Welcoming the Audience.

- Hi everyone.
- Good morning / afternoon / evening ladies and gentlemen.

- I'm delighted to see so many of you here today.
- Thanks very much for coming.
- It's a pleasure to speak to you today.
- I'd like to start by thanking you all for taking the time to come.
- Firstly let me say thank you very much for joining me today.

Introducing Yourself.

- So, I'm _____.
- My name is _____.
- Let me introduce myself, I'm _____.
- I'd like to start by introducing myself, my name is _____ and I....
- For those of you who don't know me, I'm _____.

Explaining your Role, Position or Capacity.

- I'm the [position] at [organisation], my name is_____.
- I'm here to present my insights as a _____.
- I'm here on behalf of _____.
- I'm here in my role as _____.
- I've been asked to say a few words by _____.
- If you don't know me i'm the _____.

Tell the Audience about the Subject.

- Today I'll be talking about...
- I'd like to tell you about...
- We'll be looking at / reviewing / going over ...
- The subject / topic of this presentation is...
- I'd like to go through / go over the changes in ...
- The area that we are focusing on today is...
- This presentation will deal with...
- This presentation will examine / report on / analyse...

Explain the Relevance of the Subject.

- This is essential knowledge in regards to meeting current regulations.
- This should be of interest to anyone who...
- This will be useful information if you?
- If you've been having difficulties with ... then you'll want to hear this.
- Everyone in the field knows the importance of...
- Hopefully, by the time we're finished you'll have a deeper knowledge of...
- If you're not using these insights you're working at a disadvantage...
- This is relevant to anyone who....

Schedule / Timetable / Order of Events.

- I'll be talking about the three main problems we've been having and how we can overcome them. I'll deal with any questions that you may have at the end if you don't mind.
- In this presentation we will focus on 2 main areas, first we'll review the obstacles faced by workers in the field, secondly we will be evaluating potential solutions.
- I'd like to start with... then we'll move on to...and finally we'll finish with...
- This presentation will take about 45 minutes and we'll allocate another 15 minutes to Q&A at the end.
- This will be quite a long presentation, so we'll take a 20 minute break at 6PM before resuming the second half.
- The presentation will commence at 2PM with a brief introduction, followed by an analysis of recent research and a summary. The presentation is anticipated to end at 5PM depending on the question and answer session and workshop.

Describing Complementary / Reference Materials.

- Please pass around the handouts where you can find copies of all the data.
- I can email you a .pdf of the presentation if you sign up on the list.
- All the material will be available for download from the user area on the company's intranet site.
- The presentation is being recorded and will be available to watch on our Youtube channel.
- You should find a photocopy containing the images on your seat.

Tell the Audience How You'll be Dealing with Queries.

- Please feel free to ask any questions as they come to mind.
- Please save any questions for the question and answer session at the end of the presentation.
- I can answer any follow up question by Email.
- I'll be pausing from time to time to give you an opportunity to ask any questions that you may have.