

Beginning a presentation

It is common to greet the audience and introduce yourself when giving presentations:

Good morning,/afternoon/evening

I'm _____, the new Finance Manager.

My name is _____ and I represent _____

Let me take a minute to introduce myself.

Let me start by telling you a little about our company.

I've already met some of you, but for those I haven't, I'm _____

Introducing the topic

I'm here to talk about . . .

Today, I'd like to say a few words about . . .

I'm going to give you an overview of . . .

The main reason I'm here today is . . .

The focus of my remarks is . . .

I'd like to introduce . . .

Time consciousness

Thank you for your time

Thank you for taking the time to be here

I will probably take about . . . minutes

This should last only a few minutes

I hope to be finished by . . .

Showing organization

I've divided my topic into three sections/parts. They are . . .

This presentation can be divided into the following subtopics:

First, First of all The first point is . . .

Second Secondly The next point is . . .

Third Thirdly Next, we come to . . .

Finally Last The final point is . . .

Sequencing

Let's move on to . . .

That brings us to . . .

Giving Reasons

This is why . . .

The main reason is . . .

Therefore,

So,

Generalizing

Generally,

Usually,

As a rule,

Most of the time,

In most cases,

Highlighting

Actually,

In fact,

As a matter of fact,

In particular,

Particularly,

Especially,

Giving Examples

For example,

For instance,

Such as

Summarizing

To sum up
To summarize
In brief

Concluding

To conclude,
In conclusion,

Follow-up

Are/Were there any questions?
We have just a few minutes for questions