

## **Hi everyone. Thanks for coming!**

I'd like, first of all, to thank the organizers of this meeting for inviting me here today.

Good morning everyone and welcome to my presentation. First of all, let me thank you all for coming here today.

## **Let me introduce myself. I'm from ...**

Let me start by saying just a few words about my own background.

For those of you who don't know me already, my name's ... I work for... and I'm responsible for...

## **I'm here today to present...**

As you can see on the screen, our topic today is...

It is of particular interest to those of you who...

The subject/focus/topic/title of my presentation/talk/speech is...

My report is particularly relevant to those of you who...

## **In this talk, I would like to concentrate on...**

In my presentation I share my experience with / look at / will explore... / report on...

By the end of my presentation you will be familiar with...

And you will be able to deal with...

I will fill you in on the background to.../ bring you up-to-date on.../ give you an overview of...

## **I've divided my presentation into three main parts.**

In my presentation I'll focus on three major issues.

My first point concerns...

First/First of all, I'd like to give you an overview of...

Secondly/Then/Next, I'll focus on...

Thirdly/And then, we'll consider...

Finally/Lastly/Last of all, I'll deal with...

I'll begin/start off by... Then I'll move on to... Then/Next/After that, I'll be looking at...

**Let me start with an overview of...**

We can break this area further down into the following fields:...

Then, I will you the background to...

I will looked at the subject under the following headings:...

I'll end with...

At the end I will address the problem of...  
and present the results of....

**It will take about 20 minutes to cover these issues**

Does everybody have a handout of the presentation/copy of the report?

Please take one and pass them on.

I can email the PowerPoint presentation to anybody who wants it.

**There will be time for questions after my presentation**

Please interrupt me, if there is something which needs clarifying. Otherwise, there'll be time for discussion at the end.

If you don't mind, we'll leave questions till the end.

Now we have time for questions. If you have any questions you'd like to ask, I'll be happy to answer them.

**Quick starters**

Suppose . . . . How would you . . . ?

Have you ever been in a situation where . . . ? I remember when . . . . It turned out that . . . .

Have you ever wondered why it is that . . . ? You have?

How many of you have ever . . . ? Do you think that's possible?

Did you know that . . . ?

According to a new study . . . .

Statistics show that . . . .