|  |
| --- |
| **Welcoming your audience** |

You will first have to welcome your audience. Here are a few examples:

• Good morning/ afternoon, ladies and gentlemen.

• Hello/Hi, everyone.

• It’s a pleasure to welcome you today.

• First of all, let me thank you for coming here today

• I’m happy/ delighted that so many of you could make it today.

|  |
| --- |
| **Introducing yourself** |

In some situations, you may be asked to introduce yourself. In a formal setting, you might be expected to provide information about yourself as proof of your expertise, such as when presenting a conference talk or when interviewed for a position.

Here are a few phrases you can use to introduce yourself:

• Let me introduce myself. I’m ...... from .....

• For those of you who don’t know me, my name is ....

• As you probably know, I’m the new HR manager.

• I’m head of logistics here at British Airways.

• I’m here in my function as head of Controlling.

**Speaking 1**: Introduce yourself. Organise your speech in chronological order. You can also use classification (organisation of information by categories) and chronological order to arrange information within the categories. Observe the example below.

|  |
| --- |
| **Introduction:**  Name and country  Educational background:  • High-School Diploma  • 2-year degree (BTS; DUT…)  Current studies:  • degree (Professional Bachelor’s Degree)  • establishment (University of Lorraine)  • major (computer science…) |

|  |
| --- |
| **Introducing your presentation** |

**Listening 1:** Listen to the three presentations and complete the table:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Presentation 1 | Presentation 2 | Presentation 3 |
| Presenter’s name |  |  |  |
| Presenter’s position/function |  |  |  |
| Topic of presentation |  |  |  |
| Who is the presentation for? |  |  |  |

**Question**: which presentations are formal and which less formal?

In order to introduce your topic, you can use the following phrases:

|  |
| --- |
| • As you can see on the screen, my topic today is ...  • Today’s topic is....  • What I’d like to present to you today is ....  • The subject of my presentation is ...  • Today I’d like to give you an overview of .... |

In order to explain why your topic is relevant for your audience, you can use the following expressions:

|  |
| --- |
| • My talk is particularly relevant to those of you/ us who...  • Today’s topic is of particular interest to those of you/ us who...  • My/ The topic is very important for you because...  • By the end of this talk you will be familiar with .... |

**Speaking 2:** Now, practice opening a presentation. Follow the flow chart:

|  |
| --- |
| Why the topic  is relevant for audience |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Welcome  audience |  | Introduce  yourself |  | Say what the  topic is |



**Writing 1:** Match these less formal phrases with the more formal phrases in the table:

What I want to do today is...

I know you are all busy...

As you know, I’m...

Hi, everyone.

It’s good to see you all here.  
Ok, shall we get started?

Today I’m going to talk about...

In my talk I’ll tell you about....

|  |  |
| --- | --- |
| **More formal** | **Less formal** |
| Good afternoon, ladies and gentlemen. |  |
| Today, I would like to... |  |
| Let me just start by introducing myself. My name is... |  |
| It’s a pleasure to welcome you today. |  |
| In my presentation I would like to report on... |  |
| I suggest that we begin now. |  |
| I’m aware that you all have very tight schedules... |  |
| The topic of today’s presentation in.... |  |

**Writing 2:** Complete the sentences with the prepositions in the box:

|  |
| --- |
| **about // at // for // into // of // on // to // with** |

1. Thank you .............coming all this way.
2. I’ve divided my presentation.............. three parts.
3. First of all, I’ll give you an overview .....................our financial situation.
4. First, we’ll be looking ............. the company’s sales in the last two quarters.
5. In the first part of my presentation I’ll focus..................the current project status.
6. Point one deals.................... APG’s new regulations for Internet use.
7. Secondly, I’ll talk ..........................our investment in office technology.
8. After that I’ll move on ................ the next point.

|  |
| --- |
| **Effective openings** |

Communication experts all agree that the first three minutes of a presentation are the most important. They talk about ‘hooks’ – simple techniques for getting the immediate attention of the audience. A good start makes you feel more confident. Here is how the experts suggest you ‘hook” your audience:

1. Give them a problem to think about
2. Give them some amazing facts
3. Give them a story or a personal anecdote.

**Writing 3:** Look at the presentation openings below and divide them under three headings. Notice the sentences or expressions in bold letters that you can use in your own presentations:

|  |  |  |
| --- | --- | --- |
| **PROBLEMS** | **AMAZING FACTS** | **STORIES** |

1. **Did you know that** Japanese companies spend four times more on entertaining clients in a year than the entire GDP of Bulgaria? 40 billion dollars, to be precise. **You know, that’s** twice Colombia’s total foreign debt. You could buy General Motors for the same money.
2. **Suppose** your advertising budget was cut by 99% tomorrow. **How would you** go about promoting your product?
3. **According to the latest study**, by 2050 only one in every four people in Western Europe will be going to work. And two will be old age pensioners.
4. **You know**, R&D is 90% luck. **When I think about** creativity, **I’m reminded of** the man who invented the microwave oven. He spent years messing around with radar transmitters, then noticed the chocolate in his pocket was starting to melt!
5. **Statistics show that** in the last ten years more people have legally emigrated to the United States than to the rest of the world put together – about half a million of them a year, in fact. Now, over ten years, **that’s roughly equivalent to** the population of Greece.
6. **Have you ever wondered why is it** that Americans are easier to sell to than Europeans? And why nice out of ten sales gurus are American? **You have? Well, if I could show** **you** what stops Europeans buying, **would you be interested**?
7. **I read somewhere the other day that** the world’s highest paid executive works for Disney and gets $230 million a year. **Now that’s about** $2000 a minute! **That means** he’s currently making more money than Volkswagen.
8. **How many people here this morning** hate going to meetings? Just about everybody, **right? Well, imagine** a company where there were never any meetings and everything ran smoothly. **Do you think that’s possible?**
9. **Have you ever been in the situation where** you’ve had to negotiate with the Japanese? **I remember when** I was working in Nagoya and everybody had told me the Japanese don’t like saying *no*. So in meetings I kept saying *yeah* to everything. And they hated it. **It turned out** *yeah* sounds like *no* in Japanese!

**Question:** What do you think each presentation was about?

**Listening 2**: Listen to the students’ presentation openings. What ‘hooks’ do they use? Guess what their presentation will be about.

**Listening 3**: Listen to the beginning of four presentations. Which one starts with:

1. A rhetorical question?
2. An interesting fact?
3. An anecdote?
4. A problem to think about?

**Speaking 3:** Use one of the three ‘hooks’ to introduce a presentation (subject of your choice).

Use the frames below to help you prepare effective openings, using the problem, amazing facts, or story technique. Whatever technique you choose, prepare your opening carefully.

|  |
| --- |
| **PROBLEM TECHNIQUE**   1. **Suppose.....**   **How would you.....?**   1. **Have you ever wondered why is that....? You have?**   **Well, if I could show you....... would you be interested?**   1. **How many people here this morning/ afternoon/ evening...... ?**   **Well, imagine...**  **Do you think that’s possible?** |

|  |
| --- |
| **AMAZING FACT TECHNIQUE**   1. **Did you know that...** 2. **According to the latest study, ...** 3. **Statistics show that....** 4. **I read somewhere the other day that...** |

|  |
| --- |
| **STORY/ ANECDOTE TECHNIQUE**   1. **You know, ....**   **When I think about...**  **I’m reminded of ....**   1. **Have you ever been in the situation where...**   **I remember when...**  **It turned out ....** |

**Writing 4:** Match items from the three columns to make attention-grabbing openings.

|  |  |  |
| --- | --- | --- |
| 1. Did you know that | that *can’t* is a four-letter word. | Who would you tell first? |
| 1. I read in an article somewhere | compete with the Chinese? | by eliminating one olive from each salad served in first-class? |
| 1. Imagine | American Airlines saved $40,000 in 1987 | Of course we can! |
| 1. Can we really | you won a million euros. | I tend to agree with that! |

|  |
| --- |
| **Stating Your Purpose** |

Observe the different ways to introduce the purpose of a presentation:

|  |
| --- |
| This morning I’m going to be   * talking to you about... * telling you... * showing you.... * reporting on... * taking a look at.... |

|  |
| --- |
| So, I’ll start off by   * filling you in on the background to... * bringing you up-to-date on... * giving you an overview of.... * making a few observations about... * outlining.... |

|  |
| --- |
| And then I’ll go on to   * highlight what I see as the main point... * put the situation into some kind of perspective.... * discuss in more depth the implications of ... * talk you through... * make detailed recommendations regarding... |

**Listening 4**: Listen to how the students state the purpose of their presentation.

**Listening 5**: Listen to how the presenters talk about the purpose of their talks.

**Writing 5:** Listen again to the four excerpts from four different presentations and complete the sentences:

1. What .......................................................... today is to make some suggestions on how we can make our handbooks more user-friendly.
2. The ....................................... of my talk is to provide you with information on the .............................. in the insurance market in the last few months.
3. What I ............................................. this morning is to show you how we could reorganize our working hours.
4. The ......................................... is to bring you up to date with the latest changes which will be introduced on January 1.

**Speaking 4:** Choose a topic you would like togive a presentation about and state the purpose of your presentation.

**Writing 6:** Use the notes below to write sentences that can be used to state the purpose of a presentation. Put in prepositions, articles and other words when necessary.

1. purpose of talk today / update you / new developments / R&D

.....................................................................................................................................................................................................................................................................

1. what I want to do / present alternatives / existing booking procedures

.....................................................................................................................................................................................................................................................................

1. my aim / show / how cut costs / IT support

......................................................................................................................................................................................................................................................................

1. objective of presentation / give overview / British job market

.....................................................................................................................................................................................................................................................................

1. our goal / determine / sales targets / next year

......................................................................................................................................................................................................................................................................

1. here today / report / company’s investment plans

.....................................................................................................................................................................................................................................................................

|  |
| --- |
| **Structure of an oral presentation** |

A good oral presentation must be well structured: this makes it easier for the listener to follow. There are three parts in a typical presentation: the beginning (introduction), the middle (body) and the end (conclusion). We are going to look at each part in turn and present the language needed to express both the structure and the content.

1. **The beginning or the introduction**

The beginning of a presentation is the most important part. It is when you establish a contact with the audience and when you get its attention.

1. **Greet audience**

It is important to greet the audience by saying something like:

* Hello ladies and gentlemen
* Good morning members of the jury
* Good afternoon esteemed guests
* Good evening member of the board
* Fellow colleagues, good morning
* Mr Chairman/Mrs Chairwoman, thank you for your kind introduction

1. **Introducing oneself**

If you haven’t been introduced by the host, organizer of the conference or Chairperson, you need to introduce yourself briefly, not only to identify yourself but also to establish your authority on the subject and allow the audience to see your point of view on the subject (you are a student, a researcher, in charge of a programme, director of, manager of, neophyte, etc). It is a good idea to put your name, company’s name/ university’s name/ company logo, title and date of the presentation on all the transparencies, handouts or powerpoint slides.

* Good afternoon ladies and gentlemen, let me introduce myself.
* Good morning everyone, I’d like to start by introducing myself. My name is..
* I’m a student at...
* I’m a doctoral candidate
* I’m a Master’s Degree student
* I’m the manager of...
* I’m a researcher from... I’ve been working on the subject for ... years. I’ve had a wide experience in the field of ...

1. **Get the audience’s attention and signal the beginning**

In English-speaking countries it is not uncommon for the speaker to begin with a joke, an anecdote, a statement made to surprise or provoke in order to gain the audience’s attention, to make people want to listen, to feel relaxed and event to introduce the subject. This may or may not be appropriate in your country; you are the best judge. Certainly humour is difficult to convey in a foreign language and it would not be appropriate in all contexts.

A good technique is to try to get your audience involved in your talk either by asking direct or rhetorical questions. Ask for a show of hands for example, in response to a question, or present information in such a way that the audience can identify with it. You can give an anecdote, unusual or surprising fact, or an illustration from real life could be employed here.

* Have you ever heard of/ seen...
* You’ve probably seen countless times...
* You may have wondered...

1. **Give title and introduce the subject**

What are you going to speak about? Situate the subject in time and place, in relation to the audience and/ or its importance. Give a rough idea of the subject.

* I plan to speak about...
* Today I’m going to talk about...
* The subject of my presentation is ...
* The theme of my talk is ....
* I’ve been asked to give you an overview of ...

Cultural aspects may be important here: scientists want to demonstrate their work and findings while managers and humanities people want to share ideas and reflections with their audience. It may be the result of a desire to persuade and convince. It may be comparison of two or more products, plans or proposals.

Why are you going to speak about it?

* I’ve chosen to speak about this because....
* I was asked to speak about this because...

Have you estimated the time it will take? Professional people are very often pressed for time. The average person’s attention is also very short. It is useful to give the listeners some idea of how long you will be speaking so as to maintain their attention better.

* I have limited my speech to...
* My talk will last about 15 minutes.
* I will speak for 15 minutes.

1. **Acknowledgements**

You may want to give acknowledgements before beginning your presentation. If you have been sponsored, supported or encouraged by a particular firm, organization, professor, etc, you may want to recognize their contribution. Your research and paper may have been the work of a collaborative effort and you should acknowledge this too giving the names of all the participants.

1. **Give your objectives (purpose, aim, goals)**

The main purpose of an informative speech is to have the audience **understand** and **remember** a certain amount of information. You should therefore have two purposes: a general purpose and a specific one. The former is to inform: to give an overview, to present, to summarize, to outline; to discuss the current situation or to explain how to do something or how something is done. The latter is what you want the audience to take away with them after listening to you, what you want them to do, what they should remember.

* My purpose in doing this paper is to give you a solid background on the subject of...
* What I would like to do today is to explain/ to illustrate/ to give you the essential background information on.../ to outline/ to have a look at
* What I want you to get out of my speech is..
* If there’s one thing I’d like to get across to you today is that...

Once you have established your specific objectives you may go on to formulate your content.

1. **Announce your outline**

You want to keep the outline simple so 2 or 3 main points are usually enough.

* I have broken my speech down/up into ... parts
* I have divided my presentation (up) into ... parts
* In the first part I give a few basic definitions.
* In the next section I will explain...
* In part three, I am going to show...
* In the last part I would like to give a practical example...

Notice the variety of ways of indicating parts (in the first part, section, part three, the last place) and variety of grammar (verbal forms) that follow.

|  |
| --- |
| **Would like + infinitive** |
| I’d like to divide my presentation... |

|  |
| --- |
| **Going to + infinitive** |
| First, I’m going to report on... |

|  |
| --- |
| **Will + infinitive** |
| I will begin by explaining... |

|  |
| --- |
| **Will be + verb-ing** |
| Then, I will be looking at the advantages of ... |

**Writing 7:** Complete sentences 1-8 with the correct from of the verb and a sentence ending from below:

* you on the proposed training project
* you up to date on SEKO’s investment plans
* you how the database works
* you an overview of our present market position
* at business opportunities in Asia
* on our financial targets of the division
* by telling you about what Jane’s group is working on
* about EU tax reform

|  |  |  |
| --- | --- | --- |
| Today I’d like to | give |  |
| I’ll be | show |  |
| During the next two hours we’ll be | talk |  |
| I’d like to | bring |  |
| This afternoon I’m going to | report |  |
| Today I’d like to | update |  |
| This morning we’ll be | look |  |
| Today I’ll | begin |  |

**Writing 8:** Complete the sentences with the words in the box:

|  |
| --- |
| **after // all // areas // divided // finally // start // then // third** |

I’ll be talking to you today about the after-sales service plans we offer. I’ll ..................... by describing the various packages in detail. .................... I’ll go on to show you some case studies. ................, I’ll discuss how you can choose the best plan to meet your customers’ needs.

I’ve .................... my talk into three main parts. First of ............, I’ll tell you something about the history of our company. .................... that I’ll describe how the company is structured and finally, I’ll give you some details about our range of products and services.

I’d like to update you on what we’ve been working on over the last year. I’ll focus on three main ............ : first, our joint venture in Asia; second, the new plant in Charleston. And ................., our redevelopment project.

1. **Questions and comments from the audience**

You should also let the audience know at some point in the introduction when and whether they may ask questions.

* I’d ask you to save your questions for the end.
* There will be plenty of time at the end of my speech for a discussion.
* You may interrupt me at any moment to ask questions of make comments.
* Please stop me if you don’t understand any thing I say but could you keep any specific questions until after I’ve finished.

1. **Make a transition between the introduction and the body**

* Now let us turn to point one.
* Let us now move to the first part, which is, as I said earlier....

1. **The middle or the body**
2. **Content**

What information should you give in your speech? All your information should be relevant and support your purpose. In most cases you will have to limit the content, as time is precious.

1. **Quantity**

How much information should you give? Enough to clearly develop your ideas. Don’t forget to illustrate your ideas with examples.

1. **Sequencing your ideas**

Here are a few possibilities for organizing your ideas:

* Logical
* Chronological order
* From general to specific
* From known to unknown
* From accepted to controversial
* Cause/effect
* Problem/solution

1. **Signposting or signalling where you are**

Just as when you are driving along a road and you don’t know very well, you depend on signs to guide you, you need to guide the listener by using expressions to tell him/her where you are going. First announce what you are going to say and then say what you want to say. This is very like verbal punctuation. Indicate when you have finished one point and then go on to the next one. It is redundant in a written essay, but very useful in oral presentations. Experienced presenters will also clearly pause, change their stance and the pitch of their voice as they move from one part of a presentation to another.

* Listing information

Lists are often necessary. Vary your language whenever possible to introduce the items.

* There are three things we have to consider: one, two, and three/ A, B, and C.
* Now let us look at the first aspect which is...
* First of all, ...
* In the first place, ...
* Linking ideas, sections/ making transitions

Indicate the end of one section and the beginning of the next.

* That’s all I would like to say about (subject of part A), and now let us turn to...
* Now that we’ve seen... let us turn to...
* Be clear and concrete

Use examples, rephrasing, summaries, etc.

|  |
| --- |
| **To give an example** |
| Now let’s take an example  An example of this can be found...  To illustrate this...  Let’s see this through an example.  For example,  For instance,  e.g. |

|  |
| --- |
| **To rephrase** |
| Let me rephrase that:  In other words...  Another way of saying the same thing is..  That is to say..  i.e. |

|  |
| --- |
| **To summarize** |
| To summarize...  To sum up...  Let me summarize by saying...  So that concludes my overview  In conclusion,  Briefly said,  In short,  What I’ve tried to show in this part...  To recap what we’ve seen so far... |

|  |
| --- |
| **To emphasize** |
| What is very significant is...  What is important to remember ...  I’d like to emphasize the fact that...  I’d like to stress the importance of...  I’d like to highlight...  I’d like to underline...  What I tried to bring out...  What we need to focus on ... |

|  |
| --- |
| **To refer to what you have said previously** |
| As I have already said earlier...  As we saw in part one...  To repeat what I’ve said already... |

|  |
| --- |
| **To refer to what you will say** |
| We will see this a little later on.  This will be the subject of Part 3.  We will go into more detail on that later.  For now, suffice to say... |

|  |
| --- |
| **To refer to what an expert says** |
| I quote the words of ...  In the words of...  According to...  Here I’d like to quote...  As Mr. X says in his book...  There is a famous quotation that goes... |

|  |
| --- |
| **To refer to common knowledge** |
| As you may well know...  It is generally accepted that...  As you are probably aware of... |

**Writing 9:** Make ‘signpost’ sentences using elements from each column:

|  |  |  |
| --- | --- | --- |
| Before I move on to my next point, | come back to | next question. |
| This brings | the issue | point, which is price. |
| This leads | let me go | this question later. |
| Let’s now turn to | we were discussing | on new sales strategies. |
| As I mentioned | to the next | a brief overview of our activities. |
| I’d like to | before, I’d like to give you | earlier. |
| Let’s go back to what | us directly to my | through the main issue once more. |
| As I said earlier, | I’ll be focusing on | of customer service. |

**Writing 10:** Complete the sentences with words from the box.

|  |
| --- |
| **back // covered // discussing // inform // leads // main points // sum up // wanted** |

1. Let me now summarize the ...................................
2. We will be ................................ our sales targets today.
3. In my talk I’ll .....................you about new marketing techniques.
4. Before I move on, let me just ........................ what I’ve said so far.
5. I think we have ......................... everything for today.
6. OK, that all I ........................... to say about time management.
7. This ........................ directly to my second point.
8. Let’s go ..................... to what I said at the beginning of my presentation.

|  |
| --- |
| **Expressions with AS** |
| As you all know, ...  As I’ve already explained,...  As I mentioned before/ earlier, ...  As I pointed out in the first section, ....  As you can see, ... |

**Writing 11:** Write the sentences using expressions with “as” and the information in the notes (see first example). Add missing words where necessary.

1. we/ no budget for new software/ this year (I mentioned this before)

As I mentioned before, we have no budget for new software this year.

1. Tony Dale / new marketing manager / print media (you all know this already)

.............................................................................................................................

1. can’t operate from local airport/ because no permission (I said this at the beginning of my talk)

..................................................................................................................................

1. choose between two options (I explained this ten minutes ago)

..................................................................................................................................

1. sales have increased/ 10% since beginning of year (you can see this on the slide)

..................................................................................................................................

1. **The end or conclusion**

The end of a talk should never come as a surprise to an audience; it needs a special consideration.

1. **Content**

The end or the conclusion of your talk should include four parts:

1. A brief reminder of what you tried to show in your speech and how you tried to do so;

At the end you should briefly summarize your speech in a few lines to make sure the audience has retained the main points. Give the essential message to retain or list the main points that you want the audience to remember.

1. A short conclusion

You should give a message that logically comes out of the ideas developed in your speech.

1. Thanks to the audience for listening
2. An invitation to ask questions and make comments or open a discussion.

If you choose the former, you put yourself in a superior position compared to the audience and should be considered as an expert. You will need to be very prepared intellectually and psychologically to answer any questions. However, in the case of the latter, you put yourself more or less on equal terms with the audience and do not have to be the expert with the answers. The audience may have some clear ideas or some practical knowledge about the subject themselves.

Naturally you need to signpost the end of your talk. This may take the form of a recapitulation of the main points.

* I’d like to summarize/ sum up
* At this stage I would like to run through/over the main points...
* So, as we have seen today...
* As I have tried to explain this morning...

Or there may be recommendations or proposals that you wish to make:

* As a result I suggest that...
* In the light of what we have seen today I suggest that...
* My first proposal is ...

When you conclude, do not do it abruptly or as if surprised to get to the end of your talk.

* In conclusion I would like to say that...
* My final comments concern...
* I would like to finish by reminding everyone that...

And finally you may have to deal with questions:

* I’d be happy to answer any questions...
* If there are any questions please feel free to ask.
* Thank you very much for your attention and if there are any suggestions, comments or questions...

1. **Dealing with difficult questions**

Make sure you understand the question.

* Ask a question to see if you have understood.
* Repeat the question in your own words to check that you have understood.
* If not, ask the questioner to repeat.

In answering, delay the answer (ask for time and/or repeat the question)

* How can I put it?
* I’m glad you asked that question.
* That’s a good question/point/remark.
* Can I answer that question later?

Admit you are not responsible.

* I saw that in the work of ...

Agree but give an alternative point of view

* I agree with you but there is another way of looking at it.

**Conclusion:**

To give a successful presentation and at the same time a good image of yourself or your firm, careful preparation and organisation are required. You need to take into consideration who you are speaking to, when, where, and why, as all of these details will have an impact on your structure and content. A well-structured speech with a step-by-step approach is one that is easy to follow. Besides structure, it is also necessary to be relatively repetitive. A good rule is to announce what you are going to say, say it, and finally say what you’ve said.

Pronunciation (proper names, numbers, etc – see Lesson 8) and presentation are important, practice beforehand! This is equally important for the key words of your presentation. It is particularly annoying for the audience to hear the same word mispronounced repeatedly.

In addition to careful preparation – good structure and vocabulary – and organisation, a message passes in other ways. According to experts, 55% of the message is non-verbal. Using images or visuals (see Lessons 4 and 5), body language (see Lesson 7) and voice (see Lesson 8) are extremely important and will be examined in the following lessons.

**Writing 12:** The project manager of a construction company is giving a presentation to his colleagues. Put the sentences in the right order. Then listen and check. **Listening 6**:

|  |  |
| --- | --- |
| **order** | **sentence** |
|  | This morning I’d like to update you on the current status of work at the construction site. The information I give you today should help you with planning your next step. |
|  | For those of you who don’t know me, my name is Gordon Selfridge. Let me just write that down for you. OK. I’m the project manager in charge of the Bak Tower building project in Dubai. |
|  | I’ve divided my presentation into three parts. |
| **1** | Hello, everyone. |
|  | Then I’ll move on to the problems we’re facing with our local suppliers. |
|  | First of all, let me thank you for all coming here today. I’m aware that you are all busy preparing for the annual meeting this week, so I really appreciate you taking the time to be here. |
|  | I’ll start off by showing you some photos of the building site and discussing the progress we’ve made since January. |
|  | My talk should take about 30 minutes. Please feel free to interrupt me any time with questions. |
|  | I’ll end with some ideas for reducing labour costs that we’ve been looking into. |
|  | Oh, and don’t worry about taking notes. I’ll be handing out copies of the PowerPoint slides. |