

WELCOMING THE AUDIENCE

Good morning, ladies and gentlemen. It's a pleasure to welcome you today.

INTRODUCING YOURSELF

Let me just start by introducing myself.

Please allow me to introduce myself.

My name is...

I am ...

STATING YOUR POSITION/FUNCTION

As some of you know, I'm...

I am responsible for...

I work as ...

INTRODUCING YOUR TOPIC/STATING YOUR PURPOSE

My purpose today is to brief you about...

The purpose of my briefing is to ...

My objective today is to ...

STRUCTURING

In my briefing, I'll focus on two solutions and recommend one of them.

I have divided my speech into three parts.

REFERRING TO QUESTIONS

There will be time for questions after my presentation.

If you have any questions, please ask them after the briefing.

STATING WHAT YOU WILL TALK ABOUT

So, let me first give you a brief overview of...
Let me start with...
First, let me focus on...
In this part of my briefing I will tell you about...
This solution has some advantages.
I will start by describing the advantages.
I would like to describe its advantages first.
To begin with,...

CONTRASTING

However, it also has some disadvantages.
On the other hand, this option also has some drawbacks.
There are also some minuses of this solution.

MOVING TO THE NEXT POINT

This brings me to my next point.
Let's now turn to...
After examining this point, let's turn to...
I'll now move on to...

ADDING IDEAS

In addition to this,
Moreover,
Additionally,
What is more,

CONCLUDING AND SUMMARIZING

To conclude,
To sum up,
Summing up,
All in all,

RECOMMENDING

I would recommend solution 1...

I suggest choosing solution 2...

I think the best course of action is to follow solution...

THANKING THE AUDIENCE

Thank you for your attention.

INVITING QUESTIONS

And now I'll be happy to answer any questions you may have.

If you have any queries, please ask them now.