**Signposts for the introduction**

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| Functions | Signposts |
| Introducing the topic | Today the topic of my presentation is …  I’m going to give you an overview of ...  The focus of my presentation is … |
| Outlining the presentation | The presentation today has three parts. First, I’ll … After that I will ... Finally, I will …  I’m going to talk about three things today. I’ll start with … Then I’ll talk a little bit about … I’ll finish with …. |

## **Signposts for the body**

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| --- | --- |
| Functions | Signposts |
| Introducing the first main point | I would like to start/begin by …  Let us begin by …  First of all, I will …  The first point I want to discuss is … |
| Finishing a main point | Well, we have looked at ...  I have told you about …  We have already discussed … |
| Starting another main point | Now we will move on to ...  Let me turn now to ...  Next we will discuss ...  I’d like now to discuss ...  Let’s look now at ...  Now, let’s talk about *…* |
| Expanding or elaborating | Let’s look at this in detail.  I’d like to expand more on …  I’d like to elaborate a little …  Let’s consider this in more detail.  Let me give you some more details. |
| Analyzing a point and  giving explanations | What does that mean to …?  The implication of it is …  Where does that lead us?  Let’s consider this in more detail.  Translated into real terms, ... |
| Giving an example | For example/instance, ...  A good example of this is …  A case in point is …  As an illustration, ...  To illustrate this point, ... |
| Focusing audience’s  attention on visuals | Please turn to this slide/chart.  May I focus your attention on the …?  Please direct your attention to the slide/chart.  Please take a look at this slide/chart/graph. |

## **Signposts for the conclusion**

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| --- | --- |
| Functions | Signposts |
| Summarizing & concluding | In conclusion, ...  To summarize, …  In a word, …  Finally, let’s summarize the main points.  Let’s summarize/recap what we looked at today.  Finally, let’s look back at what we covered today.  So, to remind you of what we looked at …  Let’s summarize briefly what we’ve looked at.  Finally, let me remind you of some of the issues we’ve covered. |
| Inviting questions | Now, it is the question time.  Does anyone have any final questions?  Does anyone have any questions or comments before we conclude today?  If you’d like me to elaborate or clarify anything we covered today, please ask. |
| Finishing and thanking the audience | Well, shall we stop here? Thank you for your attention.  If there are no further questions, I’d like to thank you very much for your attention.  Thanks for listening. Please contact me later if you have any additional questions or want more information. |