

Look at the language signposts which could be useful for giving a talk at the conference or any other kind of public speaking. Translate these signposts into your own language.

### ► Signposting in speaking

Speakers make use of special words to help introduce ideas and to provide a framework for what they are saying, especially in formal speech, such as a lecture or a talk. We can think of these words as 'signpost words' because they direct our listening: in other words, they warn us that more information is coming and suggest what kind of information this may be: e.g. additional, positive, negative, similar, different. They may also introduce examples of a main point made earlier.

1. Good morning, dear colleagues. (formal) /  
Good afternoon / Hello, everyone. (less formal)
2. My purpose today is to ... /  
I'm here today to....
3. Firstly, I'd like to look at ...
4. Then I'll be talking about ...
5. Finally, I'll be looking at...
6. Let's now move on to/turn to...
7. So far, we have looked at....  
Now I'd like to talk about...
8. Let me give you an example.
9. Let me just try and sum that up before we  
move on to ...
10. I'd like you to look at this slide/diagram ...
11. As you can see ...
12. This table /diagram /chart /slide shows ...
13. I'd like to finish by emphasizing ...
14. In conclusion I'd like to say ...
15. If you have any questions or comments,  
I'll be happy to answer them.
16. Are there any more questions?
17. Let me just check that I've understood  
your question. You're asking ...
18. I'm afraid I don't know the answer to that  
one. Perhaps someone here can help us  
out?
19. Does that answer your question?
20. If there are no other questions, I'll finish  
there. Thank you very much.