ORAL PRESENTATION

1. INTRODUCE YOURSELF/-VES

* Good morning/afternoon, our names are…
* Today I am here to talk to you about…

2. STRUCTURE

* This talk/presentation is divided into “x” parts.
* I’ll start with…/First, I will talk about…/I’ll begin with…
* …then we will look at…
* …next…
* and finally…

After all this preparation, you can finally get started with the main part of the presentation.

3. TRANSITION

* I’d now like to move on to the next part…
* This leads us/me to my next point, which is…
* Turning our attention now to…
* Let’s now turn to…

4. CONCLUSION

* Thank you all for listening. It was a pleasure being here today.
* Well, that’s it all from me. Thanks very much.
* That brings me to the end of my presentation. Thanks for your attention.