

# Presentation Template

## Language Samples

### Professional Introduction

Good morning, my name's [name] and I'm the [position] with [company/organization]

Good evening. My name's [name] and I work with [company] as their [position].

Welcome to [company]. I know I've met some of you, but just for the benefit of those I haven't, my name's [name]

Good afternoon. Let me start by saying just a few words about my own background. I started out in...

Formal Introduction for conferences, and high status officials

Ladies and gentlemen, it's an honour to have the opportunity to address such a distinguished audience. My name's [name] and I work with [company] as their [position].

## Language Samples

I'd like to talk to you today about...

I'm going to... present the recent... explain our position on... brief you on inform you about describe...

The subject of my talk is presentation concerns focus of my paper (academic) is topic of my speech (public audience) concerns

## Language Samples

We are here today to decide/agree/learn about...

The purpose of this talk is to... update you on... put you the picture about... give you the background to...

This talk is designed to act as a springboard for discussion. Start the ball rolling.

# The Introduction

## Greeting, name, position

Good evening. My name's \_\_\_\_\_ and I work with \_\_\_\_\_ as their \_\_\_\_\_

Example for students

Good afternoon.  
My name's  
[name] and I'm a  
student at  
[university's  
name] majoring  
in [major (s)].

Notes

If the audience knows who you are, you do not need to introduce your name.

## Title/ Subject

I'd like to talk to you today about \_\_\_\_\_

Notes

## Purpose

The purpose of this talk is to update you on \_\_\_\_\_

Notes

## Presentation Template

Language Samples	Length of Presentation	Notes
I shall only take [5, 10, 15, 20, 30, 45] minutes of your time.	I shall only take [5, 10, 15, 20, 30, 45] minutes of your time.	
I plan to be brief.		
This should only last [5, 10, 15, 20, 30, 45] minutes.		
Language Samples	Questions	Notes
I'd be glad to answer any questions at the end of my talk.	Please interrupt me if there's something that needs clarifying.	
If you have any questions, please feel free to interrupt.	Otherwise, there'll be time for discussion at the end.	
Please interrupt me if there's something that needs clarifying.		
Otherwise, there'll be time for discussion at the end.		

The Outline		Notes
Language Samples	Outline	
I've divided my presentation into [ 2, 3, 4, 5 ] parts/sections.	I've divided my presentation into [ 2, 3, 4, 5 ] parts/sections.	
First/first of all...	First of all, _____	
Secondly/then/next...	Next _____	
Thirdly/and then we come to...	And then we come to _____	
Finally/lastly/last of all...	Finally _____	

# Presentation Template

The Main Parts		Language
Linking Language Samples	Part 1	Notes
Let's start with...	Let's start with _____	Comparing
First, I'd like to begin with	_____	<i>Similarly</i> <i>In the same way</i>
Firstly	_____	Contrasting
	_____	<i>but</i> <i>however</i>
	_____	
Linking Language Samples	Part 2	Notes
Now we come to...	Secondly, I'd like to talk about _____	Giving Reasons <i>Therefore</i> <i>So</i> <i>As a result</i> <i>That's why</i>
That brings us to...	_____	Generalizing <i>usually</i> <i>generally/ as a rule</i>
Let's leave that and go on to the second part.	_____	
Secondly, I'd like to talk about...	_____	
	_____	
Linking Language Samples	Part 3	Notes
Last, but not least...	That brings us to the final part of my presentation.	Highlighting <i>In particular</i> <i>especially</i>
Finally, I'd like to explain...	_____	Giving examples <i>For example</i> <i>For instance</i> <i>Such as</i>
That brings us to the final part of my presentation.	_____	
That covers the [second part], which brings us to...	_____	

# The Summary

Adapted by Pierre Beaulne from *Effective Presentations*, Oxford University Press, 1996.