

SPAspace

INTRODUCTION

Welcoming the audience

- Hello / hi everyone
- Thanks for being here today.
- It's so good to see you all here.

Introducing yourself

- So, as you know I'm...
- I'm From

Giving your position, function, department, company

- I'm in charge of ...

Introducing your topic

- I'll be talking about...
- Today I'm going to talk about ...
- In my talk I'll tell you about ...
- Okay, so today I want to inform you about/ explain to you/ tell you about ...

Saying why your topic is relevant to your particular audience

- Today I am going to talk about something particularly interesting for
- At the end of this presentation, you will understand ...

Stating your purpose

- So shall we start talking about ...?
- My main goal for today is to inform you about ...
- So, today I'll present the following topic: ...
- So, during these next few hours/ minutes we'll take a look at ...

Structuring

- So, during this presentation we will particularly look at/ focus on three main parts.
- In this presentation, I will focus on three main ideas.

Sequencing

- So, we will first look at ... then ... and finally ...
- The presentation will be structured by first understanding Then looking at ... and thirdly I'll explain....
- So, the first part is about ... the second one's about... and the third one is about...

Name: Harrison Gray

Company's name:
SPAspace

Target audience: Colleagues during a meeting

Topic: The redevelopment of SPAspace's facilities to offer a more modern look and a more enjoyable experience for the customers.

Purpose: To convince the investors to redevelop the facilities.

Presentation subtopics:

- Why the redevelopment is needed and its estimated cost,
- the new additions that would be included,
- statistics on the projected benefits such a redevelopment would bring.

Timing

- So, the presentation will be approximately 10 min.
- This will take about 5 min.
- Just as a heads up, this presentation will take about ...

Handouts

- I'll be giving you all copies of the slides so don't stress about taking notes.
- I also wouldn't mind sending you an email with the ppt slides, just let me know.
- You don't have to take notes if you don't want. I'll give out a handout with all the important statistics at the end.

Timing:
10 min

Questions

- There will be time for questions at the very end.
- If you have any questions just let me know
- Feel free to ask any questions during my presentation.
- If you have any questions later on after the presentation, feel free to shoot me an email. I'll gladly assist you with anything.
- We will have a short Q&A session at the end of the presentation, so please hold your questions until then.

EFFECTIVE OPENINGS

Rhetorical questions

Is market research important for brand development?
Do we really need quality assurance?

Interesting facts

According to an article I read recently, ...
Did you know that ... ?
I'd like to share an amazing fact/figure with you.

Stories and anecdotes

I remember when I attended a meeting in Paris, ...
At a conference in Madrid, I was once asked the following question: ...
Let me tell you what happened to me ...

Problem to think about

Suppose you wanted to How would you go about it?
Imagine you had to What would be your first step?

Added value:

Problem to think about regarding its current facilities and use of them.