

## Sentences for informal presentations

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Formal:

### *Welcoming the audience*

- Good/morning afternoon ladies and gentlemen
- hello/ hi everyone
- First of all, let me thank you all for coming here today.
- It's a pleasure to welcome you today.
- I'm delighted that so many of you could make it today
- It's so good to see you all here.

Informal:

### *Welcoming the audience*

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

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Formal

### *Introducing yourself*

- For those of you who don't know me, my name is...
- Let me just start by introducing myself. My name is...
- Let me introduce myself. I'm ....

Informal:

### *Introducing yourself*

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

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Formal

### *Giving your position, function, department, company*

- I'm the project manager in charge of...
- I'm the key account manager here and am responsible for ...
- I'm here in my function as ....

Informal:

### *Giving your position, function, department, company*

- I'm in charge of ...
- 

Formal

### *Introducing your topic*

- What I'd like to present to you today is...
- I'm here today to present ...
- Today's topic is...
- The subject of my topic is ...
- In my presentation I'd want to report on...
- Today I'm going to talk about ...
- I'll be talking about...

Informal:

### *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 ...
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Formal

### *Saying why your topic is relevant to your particular audience*

- Today's topic is of particular interest to those of you who...
- By the end of this talk you will be familiar with ...
- My topic is very important because....

Informal:

### *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 ...
- 

Formal

### *Stating your purpose*

- What I want to show you is ...
- The aim of this presentation is...
- My objective is...
- I'd like to update you on...
- During the next few hours, we'll ...

Informal:

### *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 ...
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### Formal *Structuring*

- I've divided my presentation in three main parts
- In my presentation I'll focus on three major issues.

### Informal: *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.
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### Formal *Sequencing*

- I'll start off by .... Then I'll move on ... After that ....
- First, I'll be looking at ... second.... Third...
- Point one deals with ..., point two..., and point three...

### Informal: *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...
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### Formal *Timing*

- This won't take more than...
- I will take about 20 min to cover these issues
- My presentation will take about 30 min.

### Informal: *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 ...
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### Formal *Handouts*

- I'll be handing out copies of the slides at the end of my talk.
- I can email the ppt to anyone who wants it.
- Does everyone have a handout/copy of the report?
- Don't worry about taking notes. I've put all the important statistics on a handout for you.

### Informal: *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.
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### Formal *Questions*

- There will be time for questions after my presentation
- We will have about 10 min for questions in the questions and answer period at the end of the presentation.
- If you have any questions, feel free to interrupt me at any time.
- Feel free to ask any questions during my talk.

### Informal: *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.
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