

Giving a talk - Introduction

Introduction to the presentation:

- welcoming the audience
- introducing yourself
- introducing the topic
- saying why your topic is relevant to the audience/why you've chosen the topic
- presenting the structure of a talk
- organization
 - timing
 - handouts
 - questions

Welcoming the audience

Good morning / afternoon, ladies and gentlemen.

Good morning everyone and welcome to ...

Hello / Hi everyone.

First of all, let me thank you all for coming here today.

I'm happy / delighted that so many of you could make it today.

I know / I'm aware that you all have very tight schedules, so I really appreciate you taking the time to be here.

Introducing yourself

Let me introduce myself. I'm Elwood Blues of The Blues Brothers.

For those of you who don't know me, my name is ...

As you probably know, I'm the new HR manager.

I'm the head of logistics here at Air Spares.

Introducing the topic

I am here to talk about / give a presentation on ...

Today I'm going to / I'd like to talk about ...

The subject of my talk / presentation is ...

As you can see on the screen, our topic today is ...

What I'd like to present to you today is ...

The purpose of this presentation is to explain our business plan to you and hopefully to get you interested in investing in ...

Saying why your topic is relevant to your audience / why you've chosen your topic

I've chosen to speak about ... because ...

I became interested in ... when I read about it in ... / heard about it on / from ...

What is interesting about the issue I'm going to talk about is that ...

I've decided to talk about ... because ...

My talk is particularly relevant to those of you/us who ...

Today's topic is of particular interest to those of you/us who ...

By the end of my talk you will be familiar with ...

Presenting the structure of a talk

I've divided my presentation into three main parts: the structure of the company, our products and customers and, finally, results.

The talk is in three parts ...

The first

second part looks at / is about / deals with...

third

In my presentation I'll focus on three major issues.

In my presentation I'm hoping to do three things.

First, I'll be looking at ..., second ..., and third ...

I'll begin / start off by explaining ...

Then / Next / After that, I'll go on to ... / I'll tell you...

Finally, I'll offer some solutions.

Organization

- **Timing**

My presentation will take about 20 minutes.

It should take about 30 minutes to cover these issues.

- **Handouts**

Does everybody have a handout/brochure/report? Please take one and pass them on.

Don't worry about taking notes. I've put all the important statistics on a handout for you.

I'll be handing out copies of the PowerPoint slides at the end of my talk.

I'll email the PowerPoint presentation to you.

- **Questions**

There will be time for questions after my presentation.

If you have any questions, please leave them to the end, when I'll be happy to answer them.

Should you have any questions, do not hesitate to interrupt me at any time.

If you have any questions, feel free to ask them during my talk.

Sample introduction

Hello everyone. For those who don't know me, my name is Gordon Selfridge. Let me just write it on the board for you. OK. I'm the project manager in charge of the Bak Tower building project in Dubai.

First of all, let me thank you for coming here today. I'm aware that you're all busy preparing for the annual meeting this week, so I really appreciate you taking the time to be here.

This morning I'd like to update you on the current status of work at the construction site. The information I give you today should help you with planning your next steps.

I've divided my presentation into three parts. I'll start by showing you some photos of the building site and discussing the progress we've made since January. Then I'll move on to the problems we're facing with our local suppliers. I'll end with some ideas for reducing labour costs that we've been looking into.

My talk should take about 30 minutes. Please feel free to interrupt me at any time with questions.

Oh, and don't worry about taking notes. I'll be handing out copies of the PowerPoint slides at the end of my talk.