

Signposts help your audience understand how your speech is organized, what point is being raised, and what will follow that point. Here are some useful signposts for various sections of your presentation:

### Beginning a presentation

Good morning/ afternoon/evening (everyone/ladies and gentlemen). It's an honor to have the opportunity to address such a distinguished audience.  
 I'm ..., the new *Communication Director* of ...  
 My name is ... and I represent ...  
 I've already met some of you, but for those I haven't, I'm ...

### Introducing the Topic (What?)

I'm here to talk about ...  
 Today, I'd like to say a few words about ...  
 I'm going to give you an overview of ...  
 The subject/focus/topic of my paper is (academic) ...  
 The focus of my remarks is ...  
 The main reason I'm here is that I'd like to ...

### Objective /Purpose (Why?)

**The purpose of this talk is to:**

update you on ....  
 inform you about/ of...  
 make you aware that/ of the...

**This talk is designed to:**

raise your awareness/understanding of ...  
 act as springboard for discussion

### Referring to Time Allocation (For how long?)

I will probably take about ... minutes  
 This should last only a few minutes  
 I hope to be finished by ...

### Showing Organization (How?)

I've divided my topic/ talk into three sections/parts.  
 They are ...

**This presentation can be divided into the following subtopics:**

first,	first of all	the first point is ...
second	secondly	the next point is ...
third	thirdly	next, we come to ...
finally,	last	my final point is ...

### Policy on Questioning

I'd be glad to answer any questions at the end of my talk.  
 Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end.

### Moving from Section to Section

Now, let's consider the.../ Considering the ...  
 Let's move on to ...  
 Let's turn now to the...  
 That brings us to ...  
 That covers the.... Then, now comes the...

### Giving Reasons

The main reason (for that) is ...  
 This is why ...  
 Consequently,  
 Therefore,  
 So,

### Generalizing

Generally,  
 Usually,  
 As a rule,  
 Most of the time,  
 In most cases,

### Highlighting

Actually, ...	In particular, ...
In fact, ...	..., particularly ...
As a matter of fact, ...	..., especially ...
	..., mainly

### Giving Examples

For example,  
 For instance,  
 Such as

### Summarizing your points

To sum up  
 To summarize  
 In brief

### Concluding

To conclude,  
 In conclusion,

### Inviting People to Ask Questions

Now, I'll be pleased to try and answer your questions.  
 Now, I can take your questions, if you have some.  
 Are/were there any questions or comments?  
 Well, that concludes my talk, now we can move to the discussion.  
 If anyone has any questions, comments or points to raise, ...  
 We just have a few minutes for questions

### Answering Questions

If I fully understand, your question is....  
 To answer that / your question, ...  
 That's a good question....  
 In my experience, ....  
 I don't have much experience in that field.  
 I'm sorry, I don't have any up-to-date/updated information (at my disposal) to answer your question right now, but...  
 I'm sorry but that question is beyond the scope of my presentation/ of today's talk.

### Closing

That's all the time we have, so I want to thank everyone for being here today.  
 Thank you for your time and active contribution (by asking questions and making wonderful comments).  
 Thank you for taking the time to be here.

