

Introductions

How you begin your presentation depends on how formal the situation is. Most audiences prefer a relatively informal approach.

TASK 1

Below you will find two alternative ways of introducing yourself and the subject of your presentation – one fairly formal, the other more friendly. At each stage choose the expression you would feel more comfortable using and highlight it.

FAIRLY FORMAL

MORE FRIENDLY

Erm, perhaps we should begin.

OK, let's get started.

Good morning, ladies and gentlemen.

Morning, everyone.

On behalf of . . . , may I welcome you to . . .

Thanks for coming.

My name's . . .

I'm . . .

For those of you who don't know me already,

As you know, . . .

I'm responsible for . . .

I'm in charge of . . .

This morning I'd like to . . .

What I want to do this morning is . . .

discuss . . .

talk to you about . . .

report on . . .

tell you about . . .

and present . . .

and show you . . .

If you have any questions you'd like to ask, I'll be happy to answer them.

Feel free to ask any questions you like as we go along.

or

Perhaps we can leave any questions you may have until the end of the presentation.

And don't worry, there'll be plenty of time left over for questions at the end.

How happy would you be taking questions a) during your presentation b) at the end?

TASK 2

Now put together an introduction of your own using some of the expressions you chose above. Remember how important it is to be totally confident about this part of your presentation.

Don't waste a lot of time at the beginning of your presentation introducing yourself, your company and the subject of your talk. Get on with it!