1- Greet the audience
- Good morning
- Thank you, Mr Chair/Madam Chair and good afternoon, ladies and gentlemen
- I’d like first of all to thank the organisers of this meeting for inviting me here this evening.

2- Start your presentation
1. The title of my presentation is...
2. My topic today is...
3. My subject today is...

3- Give brief Overview
1. I have divided my talk into …. sections...
2. My first point concerns...
3. Then I will explain…
4. In the third part I’ll deal with the question of…
5. Finally, I shall address the problem of...

4- Open main section
1. I’d like to begin by…
2. Let me begin by...

5- Move to a new point: transition markers
1. Let me now turn to the next point...
2. I’d like to turn now to the question of...
3. Moving on to the question of...
4. If we now look at...

6- Develop a point
1. I’d like to look at this in a bit more detail
2. Let’s look at this problem in a bit more detail

7- Postpone
1. I’ll be returning to this point later
2. I’ll be coming back to this point later

8- Recycle information
1. As I mentioned earlier...
2. As I said earlier...
3. As we saw earlier...

9- Underline an important point
1. The interesting thing about ... is...
2. The thing to remember is...
3. What you have to remember is...
4. What we have to realise is...

10- Signal you have completed a point /Gap fillers
1. Okay...
2. Right/ Right then...
3. Good...
4. Now/ Now then...
5. Well/Well now/Well then
6. So…

11- Indicate you have reached your conclusion
1. The main points I have been making are...
2. To conclude, I’d like to say...
3. What I’d like you to remember is...
4. What I’d like you to remember is...
5. My take home message is...

12- Signal you have finished: Thank you very much! / Thank you for your attention!

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