

# Presentation Outline

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## Introduction

[Can everyone see?]

Well, good morning, ladies and gentlemen.

Thank you for coming.

Before we start, I'd like to introduce myself.

My name is

And I'm

I'm here today to talk about

I'm going to look at three main areas/issues/problems/suggestions/courses of action.

Firstly, I'll talk about

After that I will

And finally

My presentation will take around 10 minutes.

If you have any questions, I'll be happy to answer them at the end of my talk.

**Or**

If you have any questions, please ask them during my presentation.

# Presentation Outline

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## Main Presentation

First of all, I'd like to look at \_\_\_\_\_.

State the topic

Say what the problem/issue etc. is

Say why this is a problem/issue etc.

Say what should be done.

Say why this will help.

Secondly, I'd like to consider \_\_\_\_\_.

State the topic

Say what the problem/issue etc. is

Say why this is a problem/issue etc.

Say what should be done.

Say why this will help.

This brings me to my last point, which is \_\_\_\_\_.

State the topic

Say what the problem/issue etc. is

Say why this is a problem/issue etc.

Say what should be done.

Say why this will help.

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## Conclusion

In conclusion, let me briefly go through the main points again.

Firstly, I talked about \_\_\_\_\_.

And I said \_\_\_\_\_.

Then I talked about/described/outlined/discussed \_\_\_\_\_.

And I recommended/suggested \_\_\_\_\_.

And finally, I looked at \_\_\_\_\_.

And I \_\_\_\_\_.

Right, I think that's everything.

Now, if you have any questions, I'll be happy to answer them.

## Useful language

I'd like you to look at.....

As you can see from the graph.....

As I was saying....

The figures show that.....

The data show \_\_\_\_\_

You will see that.....

As you know.....

As I mentioned earlier.....

I must emphasize that.....

The question is.....

In general.....

On the other hand.....

That's a very good question.