

Giving Presentations

DIRECTIONS: Use the statements below as applicable as you create the speaker notes for your presentation.

Opening Statements

Hello/Good morning/Good afternoon.

Thank you for coming today.

I'm going to be speaking to you about . . .

We will also be looking at/discussing/covering . . .

Please hold your questions until the end.



Transitional Statements

To get started . . .

First, I would like to talk about . . .

Next, let's turn to . . .

Now, we'll look at . . .

Let's move on to . . .

Speaking to Visuals

You can see this here . . .

To illustrate this . . .

You can see in this figure/graph/chart/image . . .

As this table shows . . .

For example . . .

Closing Statements

To summarize/In conclusion . . .

I will now be happy to take your questions.