Signposting in Presentations

Greeting the audience
• Good morning/afternoon, ladies and gentlemen.
• Good morning/afternoon, everyone.

Expressing the purpose
• My purpose/objective/aim today is...
• What I want to do this morning/afternoon/today is...
• I’m here today to...

Giving the structure
• This talk is divided into four main parts.
• To start with/Firstly, I’d like to look at...
• Then/Secondly, I’ll be talking about...
• Thirdly...
• My fourth point will be about...
• Finally, I'll be looking at...

Giving the timing
• My presentation/talk/lecture will take/last about 20 minutes.

Handling questions
• At the end of my talk, there will be a chance to ask questions.
• I’ll be happy to answer any questions you have at the end of my presentation.

Visual aids
• As you can see here...
• Here we can see...
• If we look at this slide...
• This slide shows...
• If you look at the screen, you'll see...
• This table/diagram/chart/slide shows...
• I'd like you to look at this...
• Let me show you...
• Let's (have a) look at...
• On the right/left you can see...

Transitions
• Let’s now move on to/turn to...
• I now want to go on to...
• This leads/brings me to my next point, which is...
• I’d now like to move on to/turn to...
• So far we have looked at... Now I’d like to...
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Giving examples
- Let me give you an example...
- Such as...
- For instance...
- A good example of this is...

Summarising
- What I'm trying to say is...
- Let me just try and sum that up before we move on to...
- So far, I've presented...

Digressing
- I might just mention...
- Incidentally...

Summing up
- Summing up...
- To summarise...
- So, to sum up...
- To recap...
- Let me now sum up.

Concluding
- Let me end by saying...
- I'd like to finish by emphasising...
- In conclusion, I'd like to say...
- Finally, may I say...

Closing
- Thank you for your attention/time.
- Thank you (for listening/very much).

Questions
- If you have any questions or comments, I'll be happy to answer them now.
- If there are any questions, I'll do my best to answer them.
- Are there any more questions?