**Vocab sheet – Openings**

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| **Welcome your audience** |  | **Welcome to …** |
| Good morning, ladies and gentlemen.  Good afternoon, gentlemen.  Hello everybody.  Good morning and welcome to …  Welcome to Solatronics.  Welcome to my presentation.  On behalf of Solatronics I would like to welcome you here today to my presenation.  My name is … and  I’m responsible for …/I’m the manager of …/ I’m in charge of … |  |

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| **Introduce your topic** |
| I‘d like to talk (to you) today about …  I‘m going to present the recent ..  …. explain our position on …  ….. brief you on …  …. inform you about …  ….. describe …  This morning I’ll be giving you an overview about  …  In today’s presentation I’m planning to look at …  Today I’m here to talk about …  Today I would like to outline … |

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| **Outlining your structure** | |
| To start with I’ll describe…  Then I’ll be talking you through..  And in the end, I’ll summarise…  In today’s presentation I’d like to cover 3 points.  My talks is divided into 3 parts … | First; I’ll be …  Next, I’ll …  Last, I’ll …  In my presentation I‘ll focus on three major issues. First, …, second, …, and third… |
| **Timing and questions** | |
| My presentation will last/take about 10 minutes.  I shall only take … minutes of your time.  This should only last … minutes. | I‘d be glad to answer any questions at the end of my talk.  If you have any questions, please feel free to interrupt.  Please keep your question until the end of my presentation.  I plan to keep some time for questions after my presentation. |