

## HOW TO...

# USE PRESENTATION LANGUAGE 1: Greeting, introducing yourself and engaging the audience

Giving a presentation in English – whether online or in a face-to-face meeting, can be a challenging task. Preparation and practice is the key to a confident and clear presentation.

Here is some advice to help you review the structure of a presentation and some of the language you can use at each stage.



**Ranging from more to less formal, here is some language you can use at the beginning of your presentation:**

### 1) Welcome/greeting the audience and introduce yourself

Good morning/afternoon,

- Hello everyone, thank you for attending this presentation.
- Hello, It's very nice to see you all today.
- Thanks for coming/joining me everyone.

- My name is XXX and I'm the XXX of XXX
- I'm XXX and I work for XXX in XXX...

### 2) Engage the audience

- Before I begin my presentation I'd like you to think about this question...
- I'm sure you're all ready to learn something new today and I hope that this presentation will provide that opportunity
- I hope you've all had some coffee or tea and can stay alert for this presentation – I have some interesting information to share!

**Don't forget, whichever context you are presenting in – online or in a real life face-to-face situation - you need to engage with your audience. As well as speaking you can use non-verbal communication too, such as smiling, using hand gestures and looking at your audience.**