



Giving Presentations

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

Aspects	Recommendations
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.