

Key

Greetings and introduction (G&I)
 Preview (P)
 Body (B)
 Review (R)
 Closing (C)

Ordering (O)
 Moving on (MO)
 Visuals (V)
 Good News (GN)
 Bad News (BN)

<p>1 I would like to welcome you all to our new premises this morning. (G&I)</p>	<p>2 For those who don't know me, my name is Fiona Henry and I am from Dowell, Inc. (G&I)</p>	<p>3 I'm going to start off by showing you the latest figures. (P)</p>	<p>4 Today you are going to hear about our sales targets. (P)</p>
<p>5 The first part of my presentation will deal with new marketing strategies. (P, O)</p>	<p>6 After that I am going to go over / through some new procedures. (P, O)</p>	<p>7 Leaving this topic for the moment, I would like you to turn your attention to these sales results. (B, MO)</p>	<p>8 Now I would like to move on to the next topic. (B, MO)</p>
<p>9 This brings me to my next point. (B, MO)</p>	<p>10 If you would just take a look at this chart, you'll see what I mean. (B, V)</p>	<p>11 I am going to hand out / round some information for you to look at. (B, V)</p>	<p>12 We are extremely optimistic about our new product range. (B, GN)</p>
<p>13 We are very proud of the new product line. (B, GN)</p>	<p>14 We are sure that we are on the way to recovery. (B, GN)</p>	<p>15 In the last two years, our sales figures have fallen by five per cent. (B, BN)</p>	<p>16 It is clear to all of us that certain steps have to be taken to keep more problems from arising. (B, BN)</p>
<p>17 I would like to recap on what I have just said. (R)</p>	<p>18 I would just like to point out the main issues we covered today. (R)</p>	<p>19 And to sum up, we have complete confidence in the new products. (R, C)</p>	<p>20 In conclusion, I feel it is necessary to mention that we will have to rethink some of our sales strategies. (R, C)</p>
<p>21 I hope this presentation has brought you up-to-date with the latest developments. (C)</p>	<p>22 Thank you all for taking the time to come here today. (C)</p>		